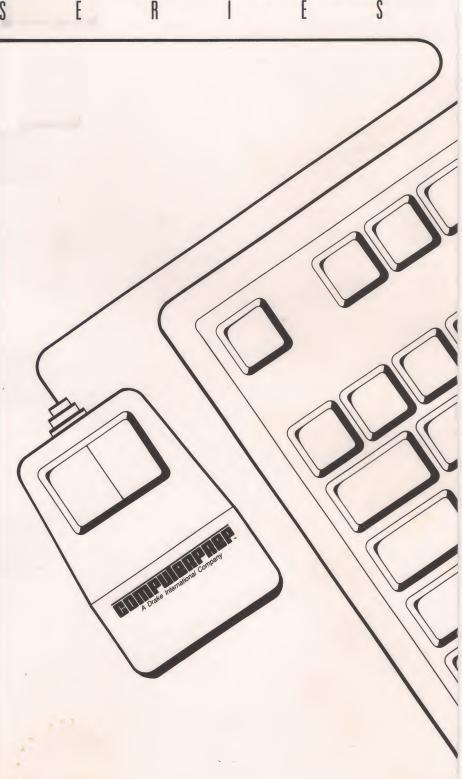


OURSEWARE S I I S

TRAINING GUIDE

Microsoft Windows Version 3.1 MODULE I



Microsoft Windows: Module I Version 3.1

TRAINING GUIDE

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Microsoft Windows: Module I Version 3.1 Training Guide

Project Team

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Welcome to *Microsoft Windows: Module I, Version 3.1*, from now on referred to as *Windows*. This Training Guide will assist you during your Windows class and serve as a valuable reference when you return to your office or home. The guide presents step-by-step instructions for each command or skill covered during the course. A glossary and an index are included to provide easy methods for finding information.

This Training Guide presents information with a hands-on approach. First, you will be introduced to the major concepts of Windows, then you will practice these concepts by completing corresponding step-by-step exercises. Skill Builders at the end of each lesson, and a review lesson at the end of the module, provide reinforcement for skills being taught.

After class, you can use this Training Guide to practice the skills covered in class, or try new exercises that may not have been covered. Your instructor will give you a copy of the exercise diskette, which contains the exercise files that you will need to complete the exercises presented in the Training Guide: Refer to *Appendix A: On Your Own* for information on system requirements and installing the exercise files.

Course Description

This module is designed to introduce you to the features of Windows. After completing this module, you will be able to:

- start Windows and identify components of the desktop.
- use the Help system.
- use the Program Manager, program icons and program groups.
- use the Control Panel to customize the desktop.
- use the Notepad, Write, Paintbrush, Calendar, Calculator and Cardfile accessories.
- use the File Manager to work with files and directories, format disks and print documents.
- use the OLE feature and link graphics into a cardfile.

Lesson Summaries

These summaries briefly describe the tasks you will accomplish in each lesson:

Lesson	Summaries
1	Starting Windows: In this lesson, you will start Windows, identify the components of the desktop, make selections and exit Windows.
2	Working with Windows: In this lesson, you will size, arrange, and scroll through windows, and close windows using two techniques.

- **Getting Help:** In this lesson, you will use several features of the Windows Help system, including the Help buttons, the Help menu bar, and Hot Spots.
- Working with the Program Manager: In this lesson, you will use the Program Manager to create and delete program groups, copy and move program icons between groups, and add and delete program icons. You will also use the StartUp group to start an application and save settings.
- **Using the Control Panel:** In this lesson, you will start the Control Panel, select colors, customize mouse operations, customize the desktop, and set the keyboard speed.
- Working with Text: In this lesson, you will use the Notepad accessory to search for and edit text, and compare features in the Write accessory with features in the Notepad accessory. You will also copy and paste text between documents and applications.
- **Using the Paintbrush Accessory:** In this lesson, you will experiment with several drawing tools in the Paintbrush accessory, and create a company logo.
- **Using Other Windows Accessories:** In this lesson, you will explore the basic features of the Clock, Calendar, Calculator, and Cardfile accessories. You will also add graphics to cards in the Cardfile.
- **Getting Started with the File Manager:** In this lesson, you will start the File Manager, change disk drives, view directory trees and directory windows, change the display of the information in a directory window, and start applications and print documents.
- Performing Disk Maintenance: In this lesson, you will use the File Manager to perform disk maintenance, create directories, copy and move files between directories, and delete directories.
- **Using OLE:** In this lesson, you will use the Object Linking and Embedding feature, switch between multiple windows, link pictures, and update linked objects.
- **Review:** In this lesson, you will review the concepts, skills, and techniques covered in this module.

The Training Guide also includes two appendixes:

Appendix A: On Your Own

Contains information necessary for you to install the exercise files and setup Windows on your own workstation.

Appendix B: Using Packager

Uses Word for Windows to create packages (icons) and link them between multiple applications. This appendix also explains the Packager application.

Training Guide Introduction

Training Guide Conventions

The following conventions are used in the Training Guide:

Inverse Print Inverse print indicates something you should type or a key you

should press.

Example: Type Agenda, then press <Enter>

Explanations Explanations of exercise steps are located directly below the

step.

Italics Words that appear in italics are new terms that are being defined

or terms that are being emphasized.

Bold print indicates a selection you should make.

Example: Choose File Save as...

Mouse Conventions

The following terms are used in the Training guide to describe actions you take with the mouse:

Point Position the mouse pointer on a screen object.

Click Press and release the mouse button.

Double-click Click the mouse button twice in rapid succession.

Drag Click and hold the mouse button while moving the mouse.

Highlight Drag the mouse pointer across text or data to display the text or

data in inverse print.

Choose Select a command from the menu bar and its associated menus or

click on a command button in a dialog box.

Select Highlight an item from a list or from a set of options in a dialog box.

Turn on/Turn off Enable or disable a check box option in a dialog box.

Keyboard Conventions

The following conventions are used to describe keyboard directions.

Special Keys

Keys that do not produce a character appear within angle brackets.

These keys include:

Function Keys

<F1>, <F2>, <F3>, <F4>, <F5>, <F6>,

<F7>, <F8>, <F9>, and <F10>

Booster Keys

<Alt>, <Ctrl>, and <Shift>

Cursor Movement Keys <Home>, <Pg Up>, <Pg Dn>, <End>,

<Tab>, and the arrow keys

Numeric Keypad

when <Num Lock> has been pressed

(extended keyboards only)

Other Keys

<Backspace>, , <Insert>, <Caps Lock>, <Esc>, <Enter>,

<Print Scrn>, <Scroll Lock>, <Pause>

L E S S O N 1

Starting Windows



You will be able to:

- start Windows.
- tour the Windows desktop.
- · exit Windows.

Windows is an operating environment that works in conjunction with your computer and the MS-DOS or PC-DOS operating system. Within the Windows operating environment, you can run multiple applications simultaneously and share text, data, and graphics between applications. You can also perform most disk and file maintenance functions without returning to DOS. You can see all the text and graphics of your Windows documents on the screen similar to the way they will look when printed, using the WYSIWYG (What You See Is What You Get) feature.

Windows provides a feature called the *graphical user interface (GUI)* to help you operate your computer. The GUI uses graphic symbols, or *icons*, to direct you in operating your computer. With Windows, you do not have to memorize complex commands in order to carry out simple tasks. Instead, you use your mouse to point at and select objects to complete a task. In this lesson, you will start Windows, view the Windows desktop, and exit Windows.

Starting Windows

In this exercise, you will start Windows.

- Type CD\WINDOWS , then press <Enter>
 Specifies WINDOWS as the current directory.
- 2. Type WIN , then press <Enter>

Starts Windows and displays the initial Windows screen, shown in Figure 1 - 1.

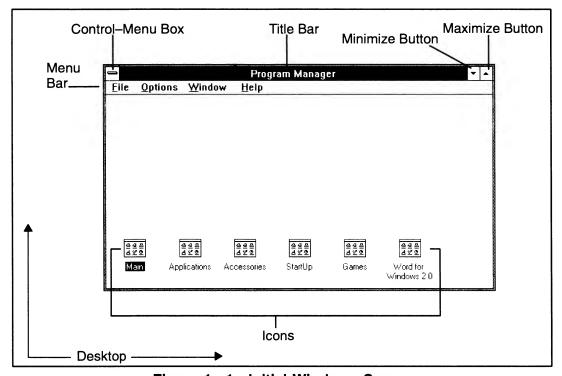


Figure 1 - 1 : Initial Windows Screen

Touring the Windows Desktop

The large rectangular box that appears on your screen is called a *window*. A window is a rectangular section of the screen that contains icons and information that you use to perform certain tasks. The entire screen is called the *desktop*. Windows makes a distinction between the terms *window* and *desktop* because you can display more than one window on the desktop at a time.

Notice that many of the items on the desktop are icons (the rectangular boxes near the bottom of the screen that are labeled *Accessories*, *Main*, and so on). You can select icons to perform different tasks. In this exercise, you will practice using the mouse to identify several parts of the desktop.

1. Move the mouse back and forth across the mouse pad or desk surface.

Moves (arrow pointer) back and forth across the desktop, paralleling the movements of your hand.

The arrow pointer is one of eight different mouse pointers that you can use to manipulate objects on your desktop. You use the arrow pointer to select commands and different windows.

2. Position the mouse pointer on the left edge of the window.

Displays (size pointer) at the left edge of the frame.

The size pointer allows you to make a window larger or smaller by dragging one or more edges of the window. Notice that a border surrounds the window.

3. Using the size pointer, hold the left mouse button and drag the border about 1/4" to the left.

Resizes the width of the window. Resizing windows is useful when you have multiple windows displayed and need to make room to view other windows.

4. Position the pointer anywhere on the phrase Program Manager.

When the pointer is positioned on the title bar, you can drag to move the entire window.

5. With the mouse pointer still on the title bar, hold the left mouse button and drag the window down about 1/4".

Moves the Program Manager window.

Moving a window is useful when you want to rearrange one or more windows on the desktop to improve viewing.

Using Menus

Windows provides three different kinds of menus: menu bars, pull-down menus, and control menus. In this exercise, you will practice working with all of the menu types.

1. In the Program Manager menu bar, choose File.

Displays the File pull-down menu.

Note: Clicking on any menu name will display a pull-down menu.

2. Choose Options.

Displays the Options pull-down menu.

3. Choose Window, then choose Help.

Displays the Window and Help pull-down menus.

4. Position the pointer on Games, then click.

Displays the Games control menu.

The control menu provides options for changing the appearance and location of an icon.

5. Click on Main, then click on Accessories.

Displays the Main and Accessories control menus.

Notice that the control menus for all three icons are identical.

6. Click on any empty area of the desktop.

Closes the Accessories control menu.

Clicking anywhere outside a displayed menu will deselect the menu.

Opening Multiple Windows

Windows provides two basic types of windows: application windows and group windows. An application window is used to display an application that is running. The Program Manager is the application currently running. The group window is used to organize and display icons for an application. In this exercise, you will identify and work with both types of windows.



Double-click on Accessories.

Opens the Accessories window.

Two windows are now open: the Program Manager window and the Accessories window.

Notice that the icons within the Accessories window provide information about the accessories; (for example, the Write icon shows a pen writing the letter A to indicate that Write is a word processing program).

Notice also that the Accessories window does not have a menu bar, indicating that this window is a group window. This group window (and any other group window) does not need a menu bar because all the commands for controlling it are available from the Program Manager application.

Using Buttons

Each window also provides several buttons that you can use to quickly adjust the appearance of a window. In this exercise, you will use the *maximize*, *restore*, and *minimize* buttons.

1. In the Accessories window, click on (the maximize button).

Maximizes the window.

The maximize button enlarges a window to its full size. Notice that an additional button has appeared: the restore button. The restore button has two triangles, one pointing upward and one pointing downward.

2. In the menu bar, click on (the restore button).

Restores the window to its previous size and location.

3. In the Accessories window, click on (the minimize button).

Reduces the window to an icon.

Minimizing a group window is the same as closing the window. However, when you minimize an application window, the application is still running. Minimizing the application allows you to keep several applications running while keeping the screen uncluttered.

Exiting Windows

When you exit Windows, you can save existing settings so that you can resume where you left off when you restart Windows. In this exercise, you will exit Windows and save the current screen settings.

1. In the Program Manager title bar, click on (the Control-Menu box).

Displays the Program Manager control menu.

Notice that this menu is nearly identical to the control menus you opened earlier in this lesson.

Choosing the Close command from the control menu is one way to close Windows.

2. Choose Close.

Displays the Exit Windows confirmation dialog box.

The confirmation dialog box allows you to confirm or cancel a selection that you have just made.

Notice that the Program Manager title bar is dimmed, indicating that it is currently inactive, or no longer available.

3. Choose Cancel

Cancels the Exit command.

Notice that the Program Manager window is active again.

Note: You can also exit Windows by double-clicking on the control-menu box.

4. Choose **Options**.

Notice that the Save Settings on Exit option has a checkmark next to it.

5. Double-click on .

Displays the Exit Windows confirmation dialog box.

With the Save Settings on Exit option selected, Windows saves the appearance of the screen so that when you restart Windows, the desktop will appear exactly as it did when you exited.

6. Choose OK

Exits Windows and returns to the DOS prompt.



Complete the following exercises:

- 1. Start Windows.
- 2. Open the Main window.
- 3. Maximize the Main window.
- 4. Restore the Main window.
- 5. Minimize the Main window.
- 6. Exit Windows.

LESSON2

Working with Windows



You will be able to:

- size a window diagonally.
- scroll through a window.
- arrange windows.
- · close windows.

Windows provides features for managing the size, appearance, and contents of windows. In this lesson, you will practice sizing, scrolling, arranging, and closing windows.

Sizing a Window Diagonally

When you open a window, you might need to adjust the window size. You can enlarge a window to see more of the contents of the window, or you can reduce a window to see more of the desktop. In this exercise, you will use the size pointer to resize the height and the width of a window at the same time.

1. Type WIN , then press <Enter>

Starts Windows.



2. Double-click on Accessories.

Opens the Accessories window.

3. Position the mouse pointer on the bottom-right corner of the Accessories window.

Displays the size pointer.

When you size from the corner of a window, the height and width are resized together.

4. Drag the bottom-right corner of the window down and to the right about 1/2", then release the mouse button.

Enlarges the window.

Notice that the top-left corner of the window remained in one spot while you were resizing.

5. Drag the bottom-right corner of the window up and to the left about 1", then release the mouse button.

Reduces the window.

Scrolling through a Window

When you resize a window, you might not be able to see all of the contents of the window. To view information that does not fit in the visible part of the window, you have to scroll through the window. In this exercise, you will practice scrolling through the Main window.

1. If necessary, continue resizing the Accessories window until the scroll bars display, as shown in Figure 2 - 1.

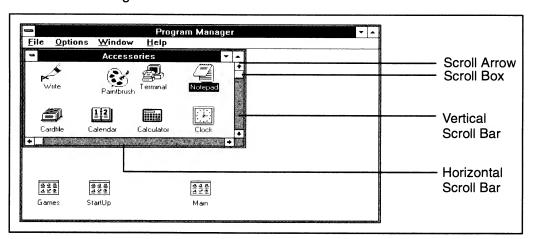


Figure 2 - 1: Horizontal and Vertical Scroll Bars

When you size a window, one or two *scroll bars* may appear so that you can scroll through the contents of the window. The vertical scroll bar is used to move the contents of a window up or down. The horizontal scroll bar is used to move the contents of a window left or right.

Notice that each scroll bar contains two *scroll arrows*, one at each end of the bar, and a small box called a *scroll box*.

- 2. In the vertical scroll bar, click on .
 - Scrolls down through the contents of the window.
- 3. Click on and hold down the mouse button.

Continues scrolling down until the scroll box reaches the bottom of the scroll bar.

The scroll box indicates the current screen display relative to the entire size of the window.

- 4. Drag the scroll box until it is in the middle of the scroll bar.
 - Displays the middle of the window.

You can also scroll one screen at a time by clicking on the empty part of a scroll bar.

Click in the vertical scroll bar, above the scroll box.

Scrolls the contents of the window up one screen.

6. Click in the vertical scroll bar, below the scroll box.

Scrolls the contents of the window down one screen.

Arranging Windows

In many situations, you will want to view all or part of multiple windows at the same time. When you are working with multiple windows, you may not be able to see all of the windows that are open. Windows provides two techniques for viewing multiple windows at one time: *cascading* and *tiling*. When windows are cascaded, they are stacked on top of each other with only the title bar of each window visible. When windows are tiled, they are arranged side-by-side. In this exercise, you will arrange multiple windows.

음 집 요 <u>A 설 연</u>

Double-click on Main .

Opens the Main window.

2. In the Program Manager menu bar, choose **Window**.

Displays the Window pull-down menu.

3. Choose Cascade.

Arranges the windows so that the title bar of each is displayed, as shown in Figure 2 - 2.

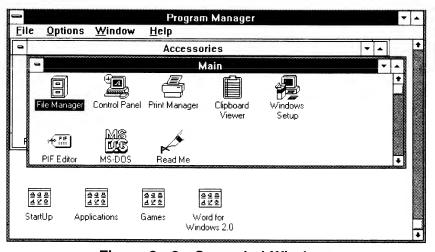


Figure 2 - 2 : Cascaded Windows

Cascading is useful for viewing the titles of all the open windows on your desktop. Notice that the Main title bar is highlighted, indicating that the window is active. An active window is a window that is currently in use. Notice that the title bar in the Accessories window is not highlighted, indicating that the window is *inactive*.

4. Choose Window Tile.

Displays the Accessories and Main windows side by side, as shown in Figure 2 - 3.

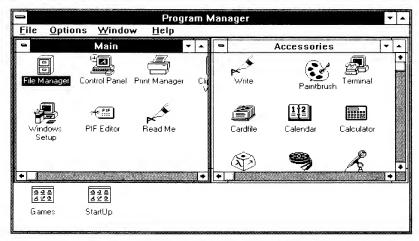


Figure 2 - 3: Tiled Windows

Tiling is useful for viewing or switching quickly between two or more windows.

5. Click inside the Accessories window.

Makes the Accessories window active.

Closing Windows

There are several ways to close and exit a window after you have finished using it. In this exercise, you will use two techniques to close a window.

- In the Accessories window title bar, click on .
 Displays the control menu.
- 2. Choose Close.

Closes the Accessories window.

3. In the Main window title bar, double-click on .

Closes the Main window.



Complete the following exercises:

- 1. Open the Accessories window, the Main window, and the Games window.
- 2. Resize the Main window so that the scroll bars display.
- 3. Make the Accessories window active.
- 4. Tile the windows.
- 5. Cascade the windows.

Getting Help



You will be able to:

- start Help.
- use Hot Spots.
- use Help buttons.
- use the Help menu bar.

Windows includes an on-line Help system that you can use to display explanations of Windows commands, features, and accessory applications. Help is available on all application window menu bars. In this lesson, you will use Help to get information about the Program Manager.

Starting Help

In this exercise, you will access Help from the Program Manager window.

1. Choose **Help**.

Displays the Help pull-down menu, as shown in Figure 3 - 1.

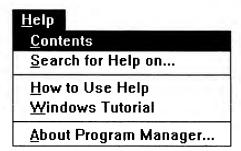


Figure 3 - 1 : Help Pull-Down Menu

The Help pull-down menu contains the following commands:

Contents	Lists the Help topics available for the current application.
Search for Help on	Displays the Search dialog box, which enables you to search for specific topics, either by scrolling through the list of topics and selecting one, or by typing the name of a topic that you want to find.
How to Use Help	Displays a list of <i>How To</i> Help topics. Each topic explains how to use a specific feature of the Help system.
Windows Tutorial	Starts a set of lessons that teach you how to use Windows. This Help option is only available from within the Program Manager.
About Program Manager	Displays general operating information about the active application, including the operating mode and the available memory for creating files and starting other applications.

2. Choose Contents.

Displays a list of Help topics for the Program Manager, shown in Figure 3 - 2.

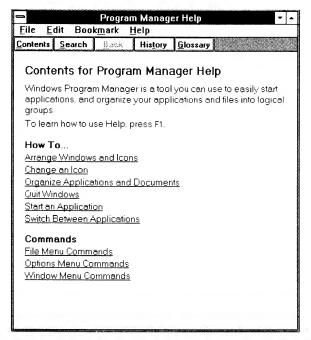


Figure 3 - 2: Contents for Program Manager Help

Using Hot Spots

The underlined items within a Help window are called *Hot Spots*. (If you have a color monitor, a Hot Spot will also appear in green type.) When you position the mouse pointer on a Hot Spot, the arrow pointer changes to a hand pointer to indicate that additional information is available for the topic.

When you click on a Hot Spot with a solid underline, Windows will display another Help window of related topics. When you click on a Hot Spot with a dashed underline, Windows will display a pop-up window containing a brief definition and description of the topic.

In this exercise, you will choose both types of Hot Spot topics.

Click on <u>File Menu Commands</u>.

Displays a list of File Menu Commands and their descriptions.

2. Click on SCIOII bar.

Displays a pop-up window containing a definition and brief description of scroll bars.

3. Click anywhere in the Program Manager Help window.

Closes the pop-up window.

Using Help Buttons

Each Help window contains five buttons near the top of the window:

<u>Contents</u> Displays the contents (list of topics) for the current application.

Displays the Search dialog box, which you can use to search for a specific Help topic.

<u>Back</u> Displays the previously used Help window.

Displays a list of the previously used Help topics. You can use the History list to redisplay a topic that you have used recently. Windows displays as many as 40 of the previously used Help topics.

Displays an alphabetical list of all Windows Help topics for which a definition exists. Clicking on a topic that appears in the glossary list will display a definition for that topic.

In this exercise, you will use the Help buttons to navigate through the Help system.

1. Choose Contents.

Displays the list of Help topics for the Program Manager.

2. Choose Back

Redisplays the list of File Menu Commands.

3. Choose Search.

Displays the Search dialog box.

4. Type **c**.

Highlights *changing icons*, and enters a *c* in the search text box.

Each time you enter a character, Windows highlights the first term that matches all of the characters you have typed.

5. Type r.

Highlights *creating groups*, and enters an r in the search text box.

6. Choose Cancel

Closes the Search dialog box.

7. Choose History

Displays the Windows Help History window, which lists the Help topics you have used during this Windows session.

8. In the History window, double-click on Contents for Program Manager Help.

Displays the selected Help topic.

9. Choose Glossary

Displays the Glossary window.

10. Use to scroll down until <u>document window</u> appears in the Glossary window, then click on this term.

Displays a pop-up window that contains a definition and brief description of the term document window.

11. Click twice inside the Program Manager Help window.

Closes the pop-up window.

Using the Help Menu Bar

The Help window is an application window, so it contains a menu bar. In this exercise, you will tour the Help menu bar.

1. In the Program Manager Help window menu bar, choose **File**.

Displays the File pull-down menu.

Windows stores Help information for each application in a separate file. The File command is useful if you want to get help with an application other than the one you are currently using.

2. Choose Edit.

Displays the Edit pull-down menu.

The Copy command allows you to copy the contents of a Help window to a part of memory called the *Clipboard*. Information stored in the Clipboard can then be copied into another file.

The Annotate command allows you to customize a Help topic. When you select Annotate, Windows allows you to modify the text of a Help topic. This command can be useful if you want to add a reminder to a Help topic that you use frequently.

3. Choose Bookmark.

Displays the Bookmark pull-down menu.

The Bookmark command allows you to define and mark a particular Help topic. After you have created a bookmark, you can return directly to that Help topic by using the Bookmark command. The Bookmark command is useful if you want to access a frequently used Help topic without having to browse through several levels of Help topics.

4. Choose <u>Help</u>.

Displays the Help pull-down menu.

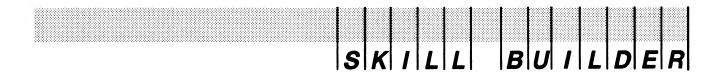
Windows provides help for most applications, commands, and features, including the Help system itself.

5. Choose **How to Use Help**.

Displays the Contents for How to Use Help.

6. In the How to Use Help window title bar, double-click on .

Closes the How to use Help window and returns to the Program Manager window.



Complete the following exercises:

- 1. Access Help from the Program Manager window, and display the contents for Program Manager Help.
- 2. Search for quitting Program Manager.
- 3. Exit the Search dialog box and exit Help.

Working with the Program Manager



You will be able to:

- create program groups.
- copy and move program icons between groups.
- add a program icon.
- start an application.
- use the StartUp group.
- save settings.
- delete program icons.
- delete a program group.

The Program Manager is sometimes called a *shell* because all applications run under and are controlled by the Program Manager. Although you can minimize the Program Manager window, it still controls all your Windows applications until you exit Windows. In this lesson, you will use the Program Manager to work with group windows and program icons.

Creating Program Groups

The function of the Program Manager is to set up and supervise applications running under Windows. If you want to organize a new set of applications to run under Windows, you must use the Program Manager.

A set of related applications, or *programs*, is referred to as a *program group*. For example, all of the applications in the Accessories window form a program group. Each program group is identified by a *program group icon*. Figure 4 - 1 shows six program group icons within the Program Manager window.

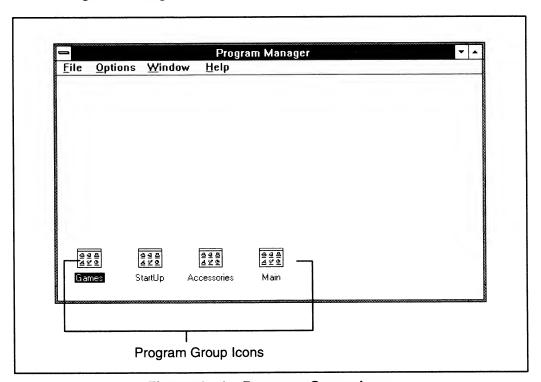


Figure 4 - 1 : Program Group Icons

In this exercise, you will use the Program Manager to create a program group for frequently used applications.

- 1. Close any open group windows except the Program Manager window.
- 2. In the Program Manager menu bar, choose File.

Note: New... is already selected since it is the default menu selection.

3. Choose New....

Displays the New Program Object dialog box, shown in Figure 4 - 2.

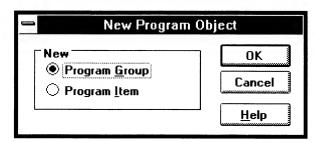


Figure 4 - 2 : New Program Object Dialog Box

Windows recognizes two types of program objects: program groups and program items. Remember that a program group is a collection of related applications. A program item is a single application within a program group. The Program Group option is already selected because Windows did not detect an active program group.

4. Choose OK

Displays the Program Group Properties dialog box, shown in Figure 4 - 3.

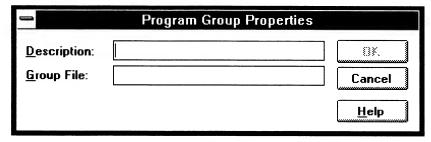


Figure 4 - 3: Program Group Properties Dialog Box

The Description text box is used to describe the intended purpose of the program group you are creating. Windows normally fills in the Group File text box for you, using characters that you enter in the Description text box.

5. Type Often Used , then choose σκ

Enters the description for the new program group and displays the Often Used group window.

Notice that Often Used, like all group windows, is a document window because it does not have a menu bar. You will use the Program Manager menu bar to control the Often Used group window.

6. Choose File Properties....

Displays the Program Group Properties dialog box.

Notice that the Group File text box is filled in. The OFTENUSE.GRP file at the end of the path will be used to store information about the new program group.

7. Choose Cancel.

Closes the Program Group Properties dialog box.

8. In the Often Used window title bar, click on .

Minimizes the Often Used group window.

Notice that the Program Manager window now contains the new program group icon, *Often Used*.

Copying and Moving Program Icons between Groups

You can use Windows to group program icons according to personal preferences and uses. You do not have to use the program groups that Windows creates by default. For example, you can create an Often Used program group to combine all applications that you use on a regular basis under a single window.

If you use the Notepad and Paintbrush Accessories frequently, but rarely use the other accessories, it would make sense to group these two accessories under a single window. In this exercise, you will copy the Notepad icon and move the Paintbrush icon to the Often Used group window.



Double-click on Accessories.

Opens the Accessories group window.

Note: You may have to resize or move the Accessories window to see the Often Used icon. You may also have to scroll through the Accessories window to see the Notepad and Paintbrush icons.





2. Press and hold down Ctrl, click on Notepad and drag it onto Often Used, release the mouse button, then release Ctrl.

Copies the Notepad to the Often Used program group, leaving the original in the Accessories window.



3. Double-click on Often Used.

Opens the Often Used group window.



Notice that Notepad now appears in the Often Used group.

4. Minimize the Often Used group window.

In the next step, you will move, rather than copy, an icon. You do not need to press **<Ctrl>** when moving an icon.





5. Drag Paintbrush from the Accessories group window onto Often Used.

Moves the application from the Accessories group window to the Often Used group window.

Notice that the Paintbrush icon no longer appears in the Accessories window.

6. Minimize the Accessories group window and open the Often Used group window.

Both the Notepad and Paintbrush accessories now appear in the Often Used group window.

Adding a Program Icon

If you install or create a new application to run under Windows, you may want to add it to a program group. In this exercise, you will create a program icon for a spreadsheet application.

1. In the Program Manager menu bar, choose File New.

Displays the New Program Object dialog box.

Since a group window is already open (Often Used), the Program Item option is selected.

2. Choose OK

Displays the Program Item Properties dialog box, shown in Figure 4 - 4.

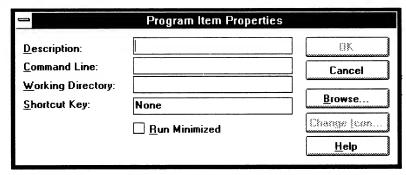


Figure 4 - 4: Program Item Properties Dialog Box

The Program Item Properties dialog box contains the following components:

Names the Program Item. This description will appear beneath Description the icon for the program item (application). Command Line Allows you to enter the path and name of the file that loads an application into memory. The file name in the Command Line text box must have the extension .EXE, .PIF, .COM, or .BAT. Working Directory Identifies the default directory where data created by the program (such as documents, graphics, and spreadsheets) will be stored. By specifying a working directory, you can avoid having to specify a default data directory from within the application. Shortcut Key Specifies a key combination that you can press to start the application at any time from within the Program Manager. Browse... Displays a dialog box containing a list of .EXE, PIF, COM, and .BAT files in the current directory that can be inserted into the Command Line text box. The Browse dialog box also displays startup files within other directories. Change Icon... Allows you to select an icon for the application. If the application does not come with its own icon, you can select from more than 45 icons that are included with Windows.

3. In the Description text box, type Spreadsheet Demo, then press <Tab>

Enters a description for the new program item, and positions the cursor in the Command Line text box.

4. Choose Browse...

Displays the Browse dialog box, shown in Figure 4 - 5.

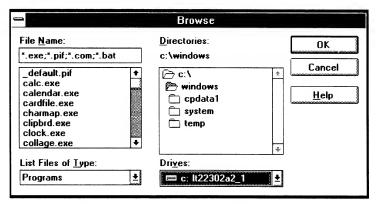


Figure 4 - 5: Browse Dialog Box

- 5. In the Directories list box, double-click on acpdata1.
 - Displays a list of program files in the File Name list box.
- In the File Name list box, double-click on spsheet.com.
 Inserts the selected path and file name in the Command Line text box.
- 7. Click inside the Shortcut Key text box, then press Ctrl Shift S.

 Assigns a shortcut key combination to the application.
- 8. Choose Change Icon...

Displays a dialog box indicating that an icon has not been supplied for this file.

9. Choose OK

Displays the Change Icon dialog box, shown in Figure 4 - 6.

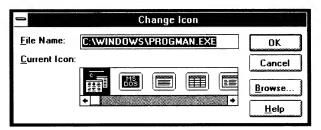


Figure 4 - 6: Change Icon Dialog Box

You can select an appropriate icon from within the Current Icon box.

10. In the Current Icon box, click on until appears.

Displays the desired icon.

11. Double-click on

Selects the icon for the application and displays the new icon in the bottom-left corner of the Program Item Properties dialog box.

12. Choose OK

Closes the dialog box and displays Spreadsheet on the Often Used group window.

Starting an Application

You can start an application (a program) either by double-clicking on the application icon or by pressing the shortcut key combination for the application, if one exists. In this exercise, you will start the Spreadsheet Demo program using both techniques.



1. Double-click on Spreadsheet Demo

Starts the Spreadsheet Demo program.

2. Press <F10>

Exits the program and returns to the Often Used group window.

3. Minimize the Often Used group window.

Reduces the Often Used group to an icon.

4. Press < Ctrl Shift S>

Starts the Spreadsheet Demo program by using the shortcut key combination that you assigned to it.

You can use a shortcut key combination to start an application from anywhere within Windows. You do not need to open the group window in which the application icon is stored.

5. Press <**F10**>

Exits the program and returns to the Program Manager window.

Using the StartUp Group

Windows contains a built-in group called StartUp. When you add an application to this group, Windows will start the application automatically, whenever the Windows program itself is started. You can use the StartUp group to determine whether an application displays as a window or an icon at startup. In this exercise, you will start the Notepad application in a window and the Paintbrush application as an icon.

1. Open the Accessories group window.





2. Hold down <Ctrl> and drag Notepad onto StartUp.

Copies the Notepad application to the StartUp group.



Double-click on Often Used.

Opens the Often Used group window.





Hold down Ctrl> and drag Paintbrush onto StartUp.

Copies the Paintbrush application to the StartUp group.



Double-click on StartUp.

Opens the StartUp group window.

Make sure Paintbrush is highlighted, then choose File Properties....

Displays the Program Item Properties dialog box.

Notice that appears in the bottom-left corner of the Program Item Properties dialog box.

7. Turn on Run Minimized.

Places an X in the Run Minimized check box, which tells Windows to start the application as an icon, rather than a window.

8. Choose OK

Exits the dialog box.

Now when you restart Windows, the Notepad application will start automatically, and the Paintbrush application will be displayed as an icon beneath the Program Manager window.

Saving Settings

You can arrange windows within Program Manager in a format that you prefer, and save this format. Then, whenever you start Windows, the arrangement that you have saved will appear automatically. In this exercise, you will arrange windows so that the Accessories, Often Used, and Main windows are tiled. Then you will save this setting and exit and restart Windows.

1. Minimize the StartUp group window.



2. Double-click on Main .

Opens the Main group window.

The Main, Often Used, and Accessories group windows should now be open.

3. Choose Window Tile.

Tiles the windows.

4. Choose **Options**.

Instructs Windows to save the current Program Manager arrangement when you exit the program.

Exit Windows.

6. Restart Windows.

Notice that the Notepad application appears within a window and the Paintbrush application appears as an icon below the Notepad window.

Note: To prevent Windows from saving a different setting when you exit Windows, you must turn off the Save Settings on Exit command.

- 7. Minimize the Notepad window.
- 8. Choose Options Save Settings on Exit.

Turns off the command.

9. Minimize the Main and Accessories windows.

Changes the arrangement of windows.

- 10. Exit windows.
- 11. Restart windows.

Notice that Windows did not save the new Program Manager arrangement; the Main, Often Used, and Accessories windows continue to appear tiled.

12. Minimize the Notepad window.

Deleting Program Icons

If you decide that you no longer need to run a particular application in Windows, you can remove the program icon. Deleting the program icon does not actually delete any of the program files; only the program icon is removed. In this exercise, you will delete the Notepad icon from the StartUp group window, then you will delete the Notepad and Paintbrush icons from the Often Used group window.

1. Open the StartUp group window.



2. Click on Notepad

Highlights the icon.

3. In the Program Manager window, choose **File Delete**.

Displays the Delete confirmation dialog box.

4. Choose Yes

Removes the Notepad icon from the StartUp group window.

- 5. Repeat steps 2 through 5 to delete the Paintbrush icon.
- 6. Minimize the StartUp group window.



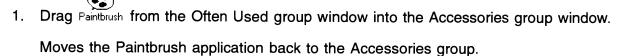
7. In the Often Used window, click on Notepad.

Highlights the icon.

8. Repeat steps 2 through 5 to delete the Notepad icon.

Deleting a Program Group

When a program group is no longer useful, you can delete it. In this exercise, you will move Paintbrush back to the Accessories program group, then you will delete the Often Used program group.



2. Minimize the Often Used group window.



3. Click on Often Used.

Highlights the icon and displays the Often Used control menu.

4. Choose File Delete.

Displays the Delete confirmation dialog box.

5. Choose Yes

Removes the Often Used program group icon from the desktop.

6. Exit, then restart Windows.



Complete the following exercises:

- 1. Create an Order Processing group window.
- 2. Copy the Control Panel icon from the Main window to the Order Processing window.
- 3. In the Order Processing window, create a program icon for an accounts payable program (use the program file ZAR.COM stored in the CPDATA1 directory and the default icon).
- 4. Delete the Control Panel icon from the Order Processing group window.
- 5. Delete the Order Processing group icon.

Using the Control Panel



You will be able to:

- start the Control Panel.
- select Windows colors.
- customize mouse operations.
- · customize the desktop.
- set the keyboard speed.

The Control Panel is an application that allows you to customize the way Windows appears and operates. You can adjust different hardware and software settings, including the way your keyboard and mouse operate, to meet your particular preferences and needs. In this lesson, you will start the Control Panel, select Windows colors, and change mouse, desktop, and keyboard settings.

Starting the Control Panel

In this exercise, you will start the Control Panel and review its capabilities.



1. In the Main window, double-click on Control Panel.

Opens the Control Panel window, shown in Figure 5 - 1.

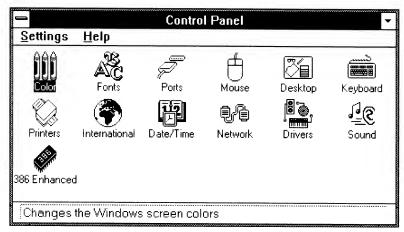


Figure 5 - 1 : Control Panel Window

The following icons appear in the Control Panel window:

Color	Allows you to set the colors of several parts of the Windows environment.
Fonts	Allows you to add or remove fonts.
Ports	Allows you to describe the parameters for the input/output ports available on your computer.
Mouse	Allows you to customize mouse operations.
Desktop	Allows you to design the appearance and operation of your desktop.
Keyboard	Allows you to adjust the speed at which a keyboard character repeats when you hold down a key on the keyboard.
Printers	Allows you to add configuration information for newly installed printers, or to remove configuration information for printers you no longer use.

International Allows you set date, time, number and currency, and language formats

for different countries.

Date/Time Allows you to set the system date and time.

Drivers Allows you to set up drivers for additional hardware devices that you

add to your computer system.

Sound Allows you to turn on or off the warning beep that lets you know when

you have made an error.

Note: Your computer might also include one or both of these two optional settings:

Network Allows you to set the communication parameters for a PC

network if your computer is connected to a network.

386 Enhanced Allows you to control the operation of simultaneously-running

applications if you have a 386-based computer.

Selecting Windows Colors

In this exercise, you will set colors for your Windows environment.



1. In the Control Panel window, double-click on Color.

Displays the Color dialog box, shown in Figure 5 - 2.

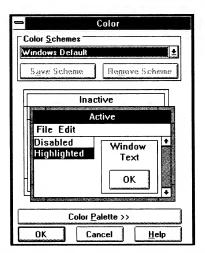


Figure 5 - 2 : Color Dialog Box

The middle section of the Color dialog box, the *sample screen*, represents the appearance of your desktop.

2.	In the Color Schemes section of the dialog box, click on .
	Displays the Color Schemes drop-down list box, which contains the available color schemes.
3.	Select Bordeaux.
	Displays the Bordeaux color scheme in the sample screen.
4.	Click on .
5.	Scroll down to and select Mahogany .
	Displays the Mahogany color scheme in the sample screen.
	You can create your own color schemes using the Color Palette.
6.	Click on Color Palette >>
	Expands the Color dialog box.
7.	In the Screen Element list box, click on .
	Displays the Screen Element drop-down list box, which contains a list of the Windows screen elements.
8.	Select Menu Bar.
	Selects the menu bar screen element.
	In the Basic Colors section, notice that Windows places a dotted line and a thick border around the current menu bar color.
9.	Click on any color.
	Changes the color of the menu bar in the sample screen.
10.	Choose OK.

Closes the Color dialog box and saves the new settings.

Customizing Mouse Operations

If your mouse operates too quickly or too slowly for your preference, you can change the operating speeds. In this exercise, you will adjust the mouse tracking and the double-click speeds.

1. In the Control Panel window, double-click on Mouse.

Displays the Mouse dialog box, shown in Figure 5 - 3.

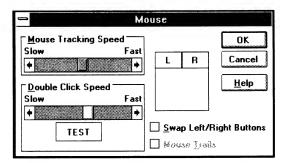


Figure 5 - 3: Mouse Dialog Box

- 2. Move the mouse back and forth across the mouse pad to view the current mouse tracking speed.
- 3. Drag the Mouse Tracking Speed scroll box toward the fast setting.
- 4. Move the mouse back and forth across the mouse pad to view the new mouse tracking speed.

Notice that the mouse pointer moves back and forth across the screen at a faster rate.

- Drag the Mouse Tracking Speed scroll box toward the slow setting.
- 6. Move the mouse back and forth across the mouse pad to view the new mouse tracking speed.

Notice that the mouse pointer moves back and forth across the screen at a slower rate.

- 7. Double-click on to determine how fast you must double-click to highlight the button. (If you do not double-click fast enough, will not be highlighted.)
- 8. Drag the Double Click Speed scroll box toward the slow setting.

Resets the double-click speed to a slower rate.

- 9. Double-click on _____ several times to determine how slowly you can double-click.
- 10. Choose Cancel

Exits the Mouse dialog box without saving your changes.

Customizing the Desktop

You can change the appearance and organization of the different elements on your desktop. In this exercise, you will examine new settings for patterns, the sizing grid, icon spacing, and the cursor blink rate.



1. In the Control Panel window, double-click on Desktop.

Displays the Desktop dialog box, shown in Figure 5 - 4.

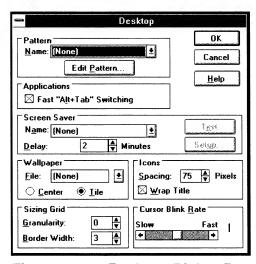


Figure 5 - 4: Desktop Dialog Box

2. In the Name list box, click on .

Displays the Name drop-down list box, which contains the available pattern names.

3. Scroll to and select Waffle.

Selects the Waffle pattern.

Note: The new pattern will not take effect until you exit the Desktop dialog box.

Notice the Sizing Grid section in the bottom-left corner of the Desktop dialog box. *Granularity* is used to determine where windows align when they are moved on the desktop. When you specify granularity and then move a window on the desktop, it will snap to the nearest invisible desktop grid line. The benefit of setting granularity is that windows and icons align in a more orderly fashion on the desktop.

- 4. Double-click in the Granularity text box.
- 5. Type **10**.

Selects 10 for the granularity.

Each granularity increment moves the grid eight pixels. A *pixel*, which stands for *picture element*, is one dot on your screen. A granularity setting of 10 creates a grid line every 80 pixels.

- 6. Highlight the contents of the Icons Spacing text box.
- 7. Type 100

Sets the icon spacing to 100 pixels between icons.

The new minimum spacing between icons takes effect when you select the Arrange lcons option from the Window pull-down menu in the Program Manager.

8. Drag the Cursor Blink Rate scroll box to the right end of the scroll bar.

Increases the cursor blink rate.

9. Choose OK

Saves the new desktop settings.

Notice that the Waffle pattern appears on the desktop.

10. Move the Control Panel window down.

Notice that the window snaps to the nearest grid line.

- 11. Close the Control Panel window.
- 12. Choose Window Arrange Icons.

Changes the spacing of the icons in the Main window to a minimum of 100 pixels between each icon.

Setting the Keyboard Speed

In this exercise, you will adjust the keyboard speed and repeat rate.



1. Open the Control Panel window and double-click on Keyboard.

Displays the Keyboard dialog box, shown in Figure 5 - 5.

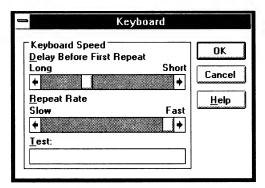


Figure 5 - 5 : Keyboard Dialog Box

The Delay Before First Repeat setting allows you to specify the length of time Windows will wait before it repeats the character for a key that remains pressed. If you are a slow typist, you might want to lengthen this setting to prevent Windows from creating duplicate characters when you press keys.

The Repeat Rate setting allows you to adjust the speed at which a character repeats when you hold down a key on the keyboard. In the next step, you will adjust the key repeat rate.

- 2. In the Repeat Rate scroll bar, drag the scroll box toward the slow setting.
 - Resets the repeat rate for the keyboard to a slower speed.
- 3. Click in the Test text box.
- 4. On your keyboard, press and hold down the letter a.
 - Repeats the letter a at a slow rate while you have the key pressed.
- In the Repeat Rate scroll bar, drag the scroll box toward the fast setting.
- 6. Repeat steps 3 and 4 to test the new repeat rate.
- Set the repeat rate to a setting that you prefer, then choose the setting.
- 8. Close the Control Panel window.



Complete the following exercises:

- 1. Open the Control Panel window.
- 2. Change the desktop pattern to (None).
- 3. Change Granularity to 0.
- 4. Change Icon Spacing to 75.
- 5. Change the cursor blink rate to a medium speed.
- 6. Change the color of the Windows environment to Windows Default.
- 7. Close the Control Panel window.

LESSON6

Working with Text



You will be able to:

- use the Notepad accessory.
- copy and paste text between documents.
- use the Write accessory.
- · copy and paste text between applications.

Windows provides two accessories that you can use to create text documents: Notepad and Write.

In this lesson, you will use the Notepad and Write accessories to create and edit text, and use the Clipboard to copy and move text between documents and applications.

Using the Notepad Accessory

Notepad is a *text editor* that stores text in a generic, unformatted manner. Notepad is useful for creating lists of things to do, brief memos, and other short documents that do not require a professional, formatted appearance.

In this exercise, you will use basic features of the Notepad accessory.

1. Maximize the Accessories window.

The Accessories window, shown in Figure 6 - 1, contains applications that you can use to perform everyday tasks. For example, the Notepad allows you to jot down reminders or make lists of things to do; the Calendar lets you create schedules on an actual calendar; and the Calculator allows you to perform calculations, just as you would on a hand-held calculator.

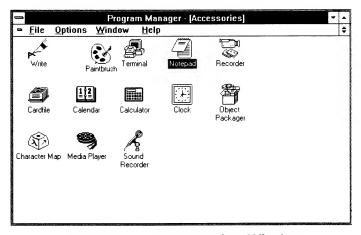


Figure 6 - 1: Accessories Window



2. Double-click on Notepad.

Opens the Notepad accessory.

Notice that the pointer has changed to 1. This pointer is called the *I-beam pointer* and is used by Windows to position the *cursor* or insertion point.

3. Choose File Open....

Displays the Open dialog box, shown in Figure 6 - 2.

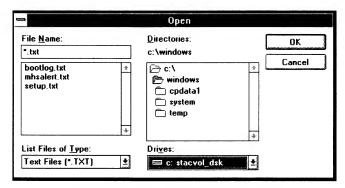


Figure 6 - 2 : Open Dialog Box

The Open dialog box allows you to open files stored on the disk. Four list boxes appear within the dialog box:

File Name Provides a list of files stored in the current directory

(C:\WINDOWS\CPDATA1).

Directories Allows you to select another directory. When another directory

is selected, the files in that directory display in the File Name

list box.

List Files of Type Provides a list of files according to type: .EXE, .PIF, .COM,

and .BAT.

Drives Allows you to select files from other drives. When another

drive is selected, the files in that drive display in the File Name

list box. Also displays the directories for the files in the

Directories list box.

4. In the Directories list box, double-click on 🗀 cpdata1.

Displays the text files (with a txt extension) stored in the CPDATA1 directory.

5. In the File Name list box, double-click on to-do.txt.

Opens TO-DO.TXT.

Notice that the file name appears in the Notepad title bar.

Scroll through the document.

Notice that some lines of text extend beyond the right edge of the window.

You can change this format so that all of the text displays in the window.

7. Choose Edit.

Displays the Edit pull-down menu.

Menu options that are not available for selection for the current operation appear dimmed.

8. Choose Word Wrap.

Wraps text so that the left and right margins of all lines fit within the borders of the Notepad window.

Notice that the horizontal scroll no longer appears in the window.

- 9. Position the pointer on the bottom-right corner of the Notepad window border so that the size pointer appears.
- 10. Drag the Notepad window upward and to the left approximately 2".

Notice that Notepad automatically adjusts the word wrap setting to fit within the margins of the new, reduced window.

11. Maximize the Notepad window.

Adjusts the word wrap setting.

Searching for Text

The Notepad accessory provides a search feature that allows you to quickly locate a series of letters, or a *text string*, within a Notepad document. In this exercise, you will search for a name in TO-DO.TXT.

1. Click at the top of the document.

Positions the cursor at the top of the document.

2. Choose Search.

Displays the Search pull-down menu.

3. Choose Find....

Displays the Find dialog box, shown in Figure 6 - 3.

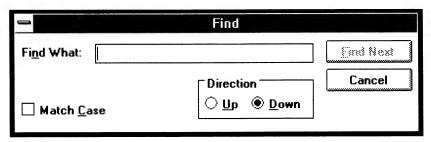


Figure 6 - 3 : Find Dialog Box

4. Type AccuTech

Enters the search string in the Find What text box.

The Match Case option enables Notepad to search for an exact match of the search string. For example, if you wanted to find the word *File*, you would click on the Match Case check box. If you do not select this option, Notepad would find all instances of the word, including *File*, *file*, and *FILE*.

5. Turn on Match Case.

Tells Notepad to find all instances of AccuTech with a capital A and T.

Notice that the Down option in the Direction section of the dialog box is selected. Windows will search from the top of the document down to the bottom until it finds another occurrence of *AccuTech*.

6. Choose Find Next

Finds the first occurrence of AccuTech.

7. Choose Find Next

Finds the second occurrence of AccuTech.

8. Choose Find Next

Displays a dialog box telling you that there are no more occurrences of *AccuTech*.

9. Choose OK

Ends the search.

10. Close the Find dialog box.

Editing Text

You can use the cut and paste editing features of Notepad to copy or move blocks of text within a Notepad document. In this exercise, you will move a block of text to a new location.

1. Scroll down and locate the following lines of text:

Draft letter to AccuTech and give to Bill to proofread.

Create final draft of letter and mail.

2. Click to the left of the asterisk on the line beginning with *Draft...* and drag the mouse down until both lines of text are highlighted and the cursor is positioned to the left of the asterisk in the line beginning with *Buy*, then release the mouse button.

Selects the block of text to be edited.

3. Choose Edit.

Displays the Edit pull-down menu.

4. Choose Cut.

Removes the text from its current location and stores it in the Clipboard.

- 5. Locate the line beginning Call rep in Houston....
- 6. Click to the left of the asterisk on the line beginning with Call rep....
- 7. Choose Edit Paste.

Pastes the contents of the Clipboard at the location of the insertion point.

8. Choose File Save As....

Displays the Save As dialog box, shown in Figure 6 - 4.

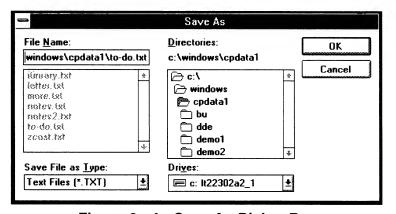


Figure 6 - 4 : Save As Dialog Box

The Save As dialog box allows you to save an existing document under a new name, while the original remains untouched.

- 9. In the File Name text box, position the insertion point to the left of the period in the file name *to-do.txt*, then type 2.
- 10. Choose OK

Saves the document as TO-DO2.TXT and displays the new file name in the Notepad document title bar.

Copying and Pasting Text between Documents

One of the features of Windows is the ability to cut and paste text between documents using the Clipboard. Whenever you cut or copy text in a Windows application, the text is stored in a part of memory called the *Clipboard*. As long as you remain in Windows, the contents of the Clipboard can be pasted into other files, including files in different applications. Text in the Clipboard can be pasted repeatedly; however, if you cut or copy new text, the previous contents of the Clipboard are replaced with the new text.

In this exercise, you will use the Clipboard to copy text from one Notepad document into another Notepad document.

- 1. Choose File Open....
- 2. Double-click on itinrary.txt and maximize the window, if necessary.

Opens ITINRARY.TXT.

3. Choose Edit Select All.

Highlights all of the text in the document.

4. Choose **Edit Copy**.

Copies the highlighted text to the Clipboard.

Notice that the highlighted text remains in the ITINRARY.TXT document.

- 5. Choose File Open....
- Double-click on to-do2.txt.

Opens TO-DO2.TXT in the Notepad window.

- 7. Position the insertion point on the blank line following the item that ends with ...cheapest coach fares.
- 8. Choose Edit Paste.

Pastes the text from the ITINRARY.TXT document into TO-DO2.TXT at the location of the insertion point.

- 9. Choose File Save As....
- 10. Save the document as TO-DO3.TXT.
- 11. Exit the Notepad accessory.

Using the Write Accessory

The Write accessory is a word processor that offers you greater flexibility for creating, editing, and printing documents than Notepad. With the Write accessory, you can select different fonts (typesizes and styles) for text, and you can create automatic formats that can be applied to paragraphs. Write also allows you to include headers, footers, and graphics within text documents. In this exercise, you will start Write and compare many of its features with those available in Notepad.



In the Accessories window, double-click on Write .

Opens the Write accessory.

2. In the Write menu bar, choose File.

Displays the File pull-down menu.

Notice the similarities and differences between the Write and Notepad File pull-down menus.

3. Choose **Edit**, then choose **Find**.

Displays the Edit and Find pull-down menus.

Notice the similarities and differences between the Write and Notepad Find pull-down menus.

4. Choose <u>Character</u>, then <u>Paragraph</u>, then <u>Document</u>, and examine each pull-down menu briefly.

These three menu bar options and their pull-down menus are used to format text.

Open TRAVEL.WRI, located in the CPDATA1 directory.

Using the Write WYSIWYG Feature

The acronym WYSIWYG stands for What You See Is What You Get. With a program that displays text in WYSIWYG, any formatting changes that you make to text appear on the screen virtually the same as they will look when printed. In this exercise, you will apply formatting changes to the letter to see how WYSIWYG works.

- 1. Maximize the Write window.
- 2. Highlight the sentence that begins with I am interested in....
- 3. Choose Character Italic.

Changes the appearance of the highlighted sentence to italic type, and retains the typestyle and size.

- 4. Highlight the three paragraphs that form the body of the letter.
- 5. Choose Paragraph.

Displays the Paragraph pull-down menu.

This menu allows you to format the appearance of all highlighted paragraphs.

6. Choose <u>1</u> 1/2 Space.

Places 1 / 1/2 spaces between each line of the highlighted paragraphs.

7. Choose **Document**.

Displays the Document pull-down menu.

This menu allows you to change the layout of the entire document.

8. Choose Page Layout....

Displays the Page Layout dialog box, shown in Figure 6 - 5.

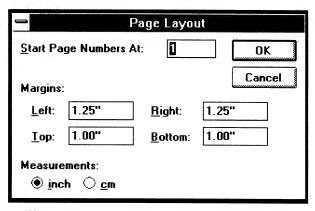


Figure 6 - 5 : Page Layout Dialog Box

9. In the Margins section of the dialog box, highlight the contents of the Left text box and type .75.

Changes the left margin to .75".

10. Set the remaining margins as follows:

Right:

.75"

Top:

2"

Bottom:

2"

11. Choose OK

Changes the right, top, and bottom margins to the specified settings.

- 12. Save the document as TRAVEL2.WRI.
- 13. Minimize the Write accessory.

Copying and Pasting Text between Applications

With the Notepad accessory, you copied text from one document to another using the Clipboard. You can follow similar procedures to copy text or graphics from one application to another. In this exercise, you will copy text from a Notepad document into a Write document.

- 1. Open the Notepad accessory.
- Open ITINRARY.TXT, located in the CPDATA1 directory.
- 3. Highlight all four itinerary items (beginning with the line A.M. flight to Boston...).
- 4. Copy the text to the Clipboard.
- 5. Exit Notepad and maximize Write.
- 6. Click on the second blank line following the first paragraph of the letter.
- 7. Choose Edit Paste.

Pastes the contents of the Clipboard into the letter at the insertion point location.

- 8. Save the document as TRAVEL3.WRI.
- 9. Exit Write.



Complete the following exercises:

- 1. Open the Notepad accessory.
- 2. Copy the table of costs in ZCOST.TXT into ZLETTER.WRI, where indicated.

Note: The files are located in the CPDATA1 directory; ZCOST.TXT is a Notepad document and ZLETTER.WRI is a Write document.

- 3. Edit the document to improve the appearance of the pasted text.
- 4. Reformat the text so that it is single spaced and has left and right margins of 1".
- 5. Save the document as ZLETTER2.WRI.
- 6. Exit the Write accessory.

Using the Paintbrush Accessory



You will be able to:

- start Paintbrush.
- erase a drawing.
- draw shapes.
- save an image.
- add text to a drawing.
- draw lines.
- · print a drawing.

Windows includes an accessory called *Paintbrush* that you can use to create drawings. You do not need drawing skills to use Paintbrush. In fact, Paintbrush includes tools that can create lines, rectangles, ellipses, circles, and other shapes for you.

In this lesson, you will use Paintbrush to create a logo for a television repair company.

Starting Paintbrush

You start Paintbrush from the Accessories group window. In this exercise, you will start Paintbrush and tour the Paintbrush window.

1. In the Accessories window, double-click on Paintbrush, and maximize the Paintbrush window.

Starts the Paintbrush accessory and displays the Paintbrush window, shown in Figure 7 - 1 .

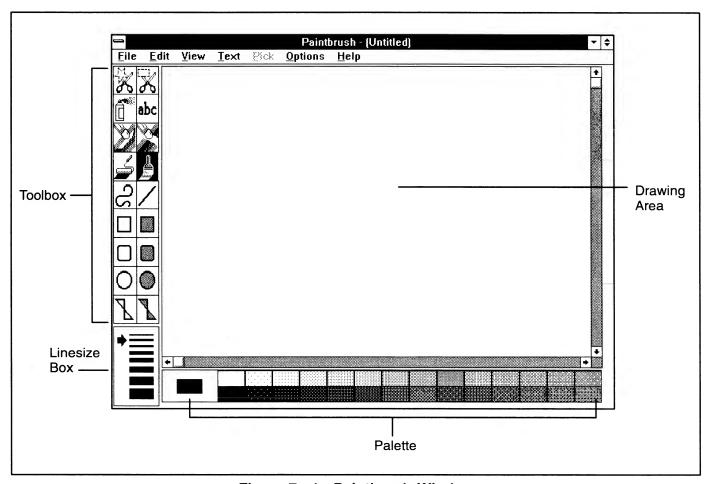


Figure 7 - 1 : Paintbrush Window

The Paintbrush window contains the following items you can use to create drawings:

Toolbox Displays along the left side of the Paintbrush window, and

contains the 18 tools used to create drawings. When you select a tool, the box becomes highlighted. The brush tool is

always selected when you start Paintbrush.

Linesize box Allows you to select the width of lines and brushstrokes. An

arrow points to the currently selected line width.

Palette Contains the set of available colors (shades of gray on a

monochrome monitor). The two boxes on the left side of the Palette (a small box inside a large box) indicate the currently selected colors. The box on the inside indicates the color that you will use when you paint. The box on the outside is the background color. The currently selected Palette colors are

black on a white background.

Drawing area The drawing area is the main part of the window where you

create your drawing. When you move the mouse pointer into the drawing area, its shape will change, indicating the current

drawing tool and line width.

2. Move the pointer into the drawing area.

Changes the pointer to a small black square.

- 3. With the pointer in the drawing area, click and hold the mouse button.
- Move the mouse back and forth several times, then release the mouse button.

Draws lines and shapes based on the movement of the mouse.

In the Linesize box, click on the bottom line width.

Changes the line width.

6. Move the pointer back into the drawing area.

Changes the pointer to a large black square, indicating the new line width.

- 7. Practice drawing in the drawing area.
- 8. In the Linesize box, click on the second line width.
- 9. Click on

Changes the pointer to a crosshair pointer and selects the airbrush tool.

10. Practice drawing with the airbrush.

Creates images that look sprayed, or airbrushed.

Erasing a Drawing

You can easily erase all or part of your drawing. Paintbrush provides two eraser tools for this purpose: the *eraser* and the *color eraser*.

The eraser on the left side of the Toolbox is the color eraser and is used to erase only the currently selected color. For example, if red was the currently selected color, the color eraser can only erase the red parts of the drawing. The eraser on the right side of the Toolbox allows you to erase any part of a drawing. In this exercise, you will erase part of your drawing, then erase the entire drawing.

1. Click on in the right side of the Toolbox.

Selects the eraser tool.

2. Click and hold the mouse button, then move the eraser back and forth across the screen.

The pointer changes to an open square, indicating that the eraser tool is currently selected.

Notice that only the portion of the drawing that the eraser passes over is erased.

3. In the Linesize box, click on the bottom line width.

Selects the widest line width.

Enlarges the open square pointer.

4. Erase part of your drawing.

You can use the eraser to quickly erase an entire drawing.

5. Double-click on

Displays the Save current changes confirmation dialog box.

6. Choose No

Erases all of the contents of the drawing area.

Drawing Shapes

Several drawing tools allow you to easily create shapes. In this exercise, you will create a television screen by drawing several different kinds of rectangles.

- 1. In the Linesize box, click on the second line width.
- 2. In the Toolbox, click on

Selects the Box drawing tool.

3. Position the pointer in the center of the drawing area, then click and hold the mouse button.

Anchors one corner of the box.

4. Drag the pointer down about 2", but do not release the mouse button.

Creates the length of the box.

5. Drag the pointer to the right about 2.5" until your drawing area looks similar to the one shown in Figure 7 - 2, then release the mouse button.

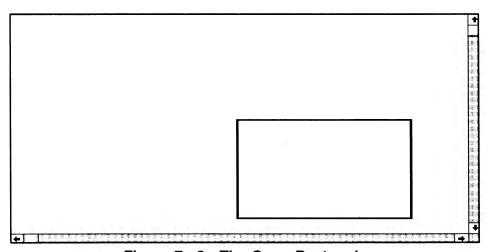


Figure 7 - 2 : The Open Rectangle

If you do not like the position or size of your rectangle, use the eraser to remove the box, then begin again.

6. In the Toolbox, click on

Selects the Filled Rounded Box drawing tool.

7. Position the pointer as shown in Figure 7 - 3.

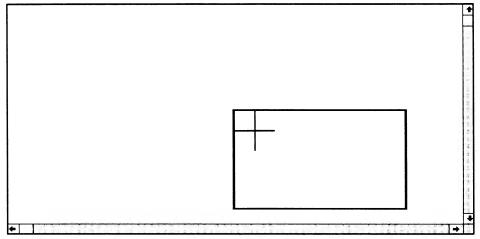


Figure 7 - 3: Starting Point for the Filled Rounded Box

8. Drag the pointer down and to the right until your rounded box is approximately the same size as the box shown in Figure 7 - 4.

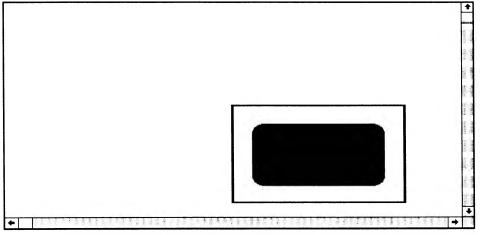


Figure 7 - 4 : Filled Rounded Box—Completed

9. Click on and draw the inside screen border, as shown in Figure 7 - 5.

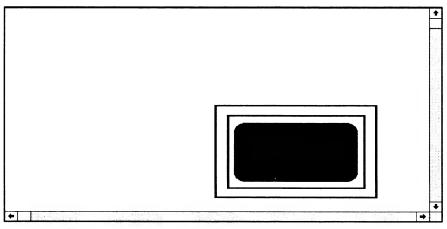


Figure 7 - 5 : Image with Inside Border Added

10. Choose Edit Undo.

Removes the inside border.

If you make a mistake, you can use the Undo option, rather than the eraser. However, you can only undo the last drawing task you performed.

11. In the Linesize box, click on the thinnest line width.

Selects the thinnest line width.

12. Redraw the inside screen border, as shown in Figure 7 - 6.

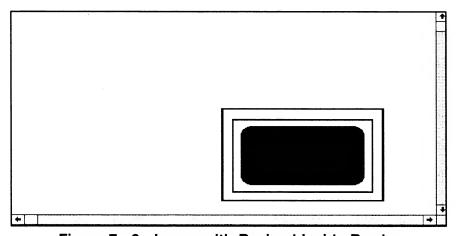


Figure 7 - 6: Image with Revised Inside Border

Saving an Image

It is a good idea to save images at different stages as you create a drawing. That way, if you decide to abandon part of a drawing, you can open an earlier, saved version, rather than redraw the image from scratch. In this exercise, you will save the current image.

1. Choose File Save As....

Displays the Save As dialog box.

2. In the Directories list box, double-click on Capdata1.

Switches to the CPDATA1 directory.

3. In the File Name text box, highlight the asterisk, type **TV1**, then press **<Enter>**. Saves the drawing as TV1.BMP, and displays the file name in the Paintbrush title

Adding Text to a Drawing

bar.

You can add text to a drawing by selecting the Text tool in the Toolbox. When you type text, the characters appear in the foreground color (in this case, black). If you want to add text inside a filled portion of an image, you can change the foreground color to a light shade, then enter text.

In this exercise, you will add text under your television image and inside the filled rounded box.

1. In the Toolbox, click on

Selects the Text tool.

2. Position the pointer below the television image, under the left edge of the inside line, as shown in Figure 7 - 7.

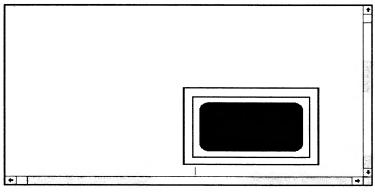


Figure 7 - 7: Cursor Position for Text Entry

3. Type You Can Trust Us!

Adds the text to the drawing.

You can change the typestyle and text size to add impact to your message.

4. Choose **Text**.

Displays the Text pull-down menu.

5. Choose Italic.

Italicizes the text.

Adding Text to a Filled Image

When you change the size, style, or color of text, your selection remains active until you change it. To create new text that has a different appearance, you must switch to another tool, then switch back to the text tool. Switching tools clears any previous selections made with the text tool.

In this exercise, you will add text to the filled portion of the television screen.

1. Click on then click on

Resets the text tool.

Now, when you change fonts or typesizes, the changes will affect only new text.

2. In the Palette, click on the white color box.

Changes the foreground color to white.

3. Choose **Text Regular**.

Returns the typestyle to Regular.

 Position the pointer inside the filled portion of the television screen, near the top-left corner, then click the mouse button.

Positions the pointer for text entry.

5. Type Raymond's, then press <Enter>.

Enters white text in the filled box.

Raymond's
Reliable
Television
Repair

You Can Trust Us!

6. Enter the text so that your drawing looks similar to Figure 7 - 8.

Figure 7 - 8: Adding Text to a Filled Image

7. Save the file as TV2.BMP.

Drawing Lines

You can draw straight, vertical, horizontal, or diagonal lines by selecting the line tool. In this exercise, you will use the line tool to add antennas to the television.

- 1. Make sure the thinnest line width is selected.
- 2. In the Palette, select black as the foreground color.
- 3. In the Toolbox, click on .

Selects the Line tool.

Raymond's
Reliable
Television
Repair

You Can Trust Us!

4. Position the cursor on the center point of the outer border, as shown in Figure 7 - 9.

Figure 7 - 9 : Starting Point for Antenna

5. Click and drag the mouse diagonally up and to the left about 2", then release the mouse button.

Draws the left antenna.

6. Repeat steps 4 and 5, except draw a diagonal line to the right.

Your drawing should look similar to Figure 7 - 10.

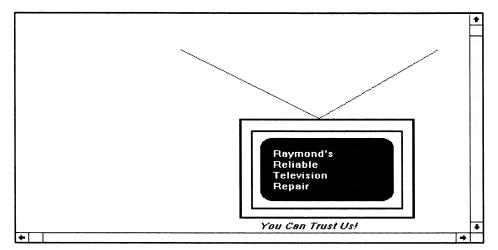


Figure 7 - 10 : Drawing with Antennas Added

Editing in Zoom-In View

You can view part of your drawing in closer detail by using the *Zoom In* feature. You can draw or edit in greater detail in the zoom-in view.

In this exercise, you will zoom in on the antennas and create tips.

1. Choose View.

Displays the View pull-down menu.

This menu lets you specify how you want the Paintbrush window and the drawing area to be displayed.

Notice that the Tools and Linesize and Palette commands are currently selected, which allows you to display the toolbox, linesize box, and palette in the Paintbrush window.

2. Choose Zoom In.

Displays a movable rectangle that enables you to select the portion of the drawing you want to enlarge.

Drag the rectangle so that the tip of the left antenna is inside the box, then click.

Zooms in on the top part of the left antenna.

The drawing area should now appear as shown in Figure 7 - 11.

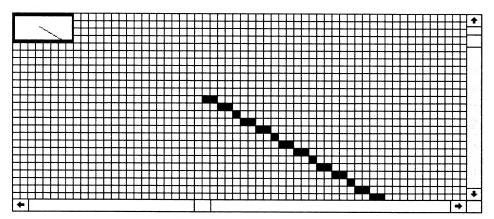


Figure 7 - 11: Magnified Area Following Zoom In

The drawing area now has two parts. The small box in the top left part of the drawing area shows the actual size of the selected viewing area. The majority of the drawing area looks like graph paper. This view is a magnified, pixel-by-pixel image of the selected viewing area. When you select Zoom In, Paintbrush displays this magnified image so that you can edit individual pixels.

4. Create the antenna tip by clicking on the pixels at the end of the antenna, as shown in Figure 7 - 12.

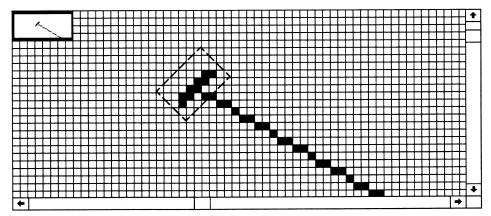


Figure 7 - 12 : Pixels to Be Added

Notice that the small box showing the actual size of your drawing has the tip of the antenna added.

- 5. Drag the horizontal scroll box to the right until the end of the right antenna appears in the small box in the upper-left corner of the window.
- 6. Repeat step 4 to create the tip of the right antenna.
- 7. Choose View Zoom Out.

Returns to normal view.

Your finished drawing should look similar to the one shown in Figure 7 - 13.

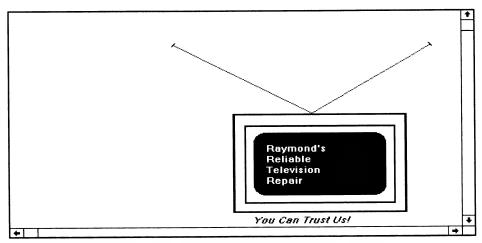


Figure 7 - 13 : Completed Television Image

8. Save the drawing as TV3.BMP.

Printing a Drawing

You can print any drawing that you create. In this exercise, you will print the completed television logo.

1. Choose File Print....

Displays the Print dialog box, shown in Figure 7 - 14.

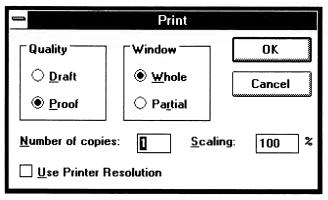


Figure 7 - 14 : Print Dialog Box

The default settings are correct for printing your drawing, so you will not need to change anything in this dialog box.

2. Choose OK

Sends the drawing to the printer and displays a dialog box.

Note: At this point, you can cancel the print operation if necessary by choosing

3. Choose File Exit.

Exits Paintbrush and returns to the Accessories group window.



Complete the following exercises:

- 1. Draw the VCR and include the text shown in Figure 7 15. Add details to the drawing if you wish.
- 2. Save the drawing as VCR.BMP, then exit Paintbrush.

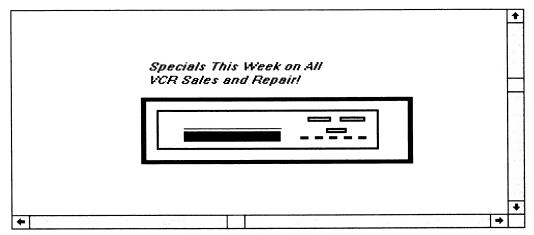


Figure 7 - 15 : VCR Image

Using Other Windows Accessories



You will be able to:

- start the Clock.
- use the Calendar.
- use the Calculator.
- use the Cardfile.
- add graphics to cards.

Most of the applications in the Accessories window are productivity tools which help you organize your work and improve the efficiency of your everyday activities. Many productivity tools can be used in conjunction with major applications, such as word processing and spreadsheet applications. For example, when you are using a word processor to prepare a report, you may need to perform some minor calculations. A hand-held calculator would be more efficient than a spreadsheet application to perform a few simple calculations. With the Calculator accessory, you can perform calculations just as you would on a hand-held calculator, and copy the results into other documents.

In this lesson, you will use the Clock, Calendar, Calculator, and Cardfile accessories, and add graphics to cards.

Starting the Clock

In this exercise, you will start the Clock, change it to a digital setting, then reduce it to an icon.



1. In the Accessories window, double-click on Clock

Displays the Clock window, shown in Figure 8 - 1.

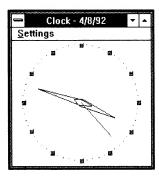


Figure 8 - 1 : Clock Window—Analog Setting

The Clock appears as an *analog* display. You can change the Clock setting to *digital* by using Settings, the only menu-bar option available in the Clock window.

2. Choose **Settings**.

Displays the Settings pull-down menu.

3. Choose **Digital**.

Changes the Clock display to a digital display.

The Clock display is much larger than is necessary to view the time. You can keep the Clock in view while you work in other Windows applications by reducing it to an icon.

4. Minimize the Clock window.

You can drag the Clock icon anywhere on the screen for easier viewing.

Using the Calendar

The Calendar allows you to view an entire month or one day, and to enter schedule information. You can set an alarm or maintain a calendar for several people at a time. You can also print calendar pages for hard copy reference. In this exercise, you will view the calendar and enter appointments.



1. In the Accessories window, double-click on Calendar.

Displays the Calendar window, shown in Figure 8 - 2.

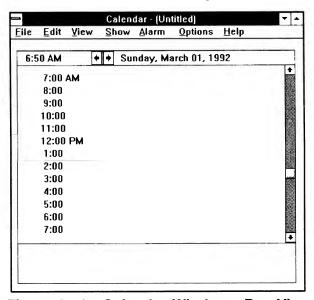


Figure 8 - 2 : Calendar Window—Day View

Notice that the time and date display in the status bar at the top of the Calendar window.

2. Click on the 6:00 PM appointment line.

Positions the insertion point for text entry.

3. Type Dinner meeting at Fish & Co.

Enters the text.

You can move from one date to another by using the scroll arrows in the status bar, near the top of the calendar. The scroll arrows allow you to move backward or forward through the calendar one day at a time.

4. In the status bar, click on .

Displays appointment times for tomorrow's date.

5. In the status bar, click twice on .

Displays appointment times for yesterday's date.

6. Click on .

Displays today's date.

You can also use the Show pull-down menu, rather than the arrows, to scroll through dates.

7. In the Calendar menu bar, choose **Show**.

Displays the Show pull-down menu.

8. Choose Date....

Displays the Show Date dialog box, shown in Figure 8 - 3.

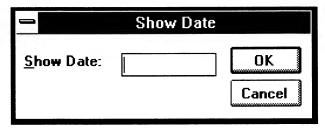


Figure 8 - 3 : Show Date Dialog Box

- 9. In the Show Date text box, enter the date for seven days from today, in MM/DD/YY format (03/03/93).
- 10. Choose OK

Displays the calendar appointment area for the specified date.

11. Choose **Show Today**.

Redisplays today's date.

Changing Views

The Calendar accessory allows you to view an entire month at one time. In this exercise, you will switch between the month and day calendar views.

1. Choose View Month.

Displays the Month view, shown in Figure 8 - 4.

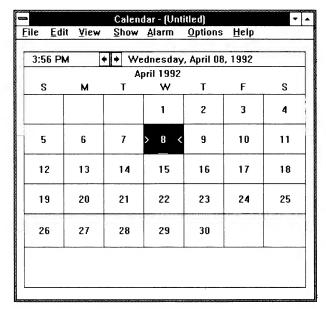


Figure 8 - 4 : Calendar Window—Month View

Notice that the highlighted date corresponds with the date you were viewing before you switched to Month view.

You can quickly switch to Day view for any date within the currently displayed month.

Double-click on the square for the first day of the month.

Displays the Day view for the first day of the month.

3. Choose **Show Today**.

Redisplays today's date.

Editing Calendar Entries

You may occasionally need to reschedule your appointments. The editing features in the Calendar accessory allow you to move appointments. In this exercise, you will move an appointment to another week.

- 1. Drag the mouse to highlight the text for the 6:00 PM dinner meeting.
- 2. Choose Edit Cut.

Removes the text from the document and stores it in the Clipboard.

3. Choose Show Date....

Displays the Show Date dialog box.

4. Enter the date for seven days from today, in MM/DD/YY format, and choose σκ

Displays the Calendar appointment area for the specified date.

- 5. Click on the **7:00** PM appointment line.
- 6. Choose Edit Paste.

Pastes the appointment information at the new specified date and time.

Saving a Calendar File

When you make entries to the Calendar, you should save them before you exit. The save feature of Calendar allows you to create multiple calendars. For example, you might want to create a calendar for yourself and your employer, or for your spouse or other business and personal associates. Each Calendar file that you save should represent appointments for a separate user. In this exercise, you will save the Calendar to a file.

1. Choose File Save As....

Displays the Save As dialog box.

2. In the Directories list box, double-click on acpdata1.

Changes to the CPDATA1 directory.

3. Click inside the File Name box, highlight the asterisk, type MYCAL, then choose ok

Notice in the title bar that Windows automatically assigns the extension *CAL* to a calendar file.

4. Minimize the Calendar window.

Notice that Windows includes the name of the current filename as part of the label for the Calendar icon.

Using the Calculator

Using the Calculator accessory is very similar to using a hand-held calculator. The difference is that you see the Calculator image on the screen, but make entries through the keyboard or by clicking on buttons shown on the Calculator. In this exercise, you will start the calculator and perform a few simple calculations.



Double-click on Calculator .

Displays the Calculator window, shown in Figure 8 - 5.

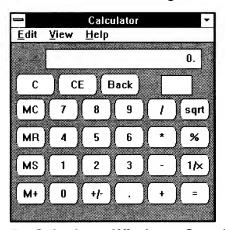


Figure 8 - 5 : Calculator Window—Standard View

2. On the Calculator, click on 4, then click on 2.

Displays 42 in the display area of the calculator.

3. Click on (+).

Specifies an addition operation.

4. Click on 8, click on 7, then click on +.

Enters the value 87, adds the values 42 and 87, and prepares for another addition operation.

You can also make entries through the keyboard.

- 5. Make sure that <Num Lock> is turned on.
- 6. Using the numeric keypad, type 112.76, then press <Enter>

Totals the three numbers entered so far, and displays 241.76 in the display area.

Copying Calculator Results into Other Applications

You can copy or move information from the Calculator to other applications. In this exercise, you will copy the calculator display to a Calendar file.

- 1. In the Calculator menu bar, choose **Edit Copy**.
 - Copies the value in the calculator display to the Clipboard.
- 2. Maximize the Calendar window.
- 3. Click on the 12:00 PM time and type Pay utility bills. Total =
- 4. Choose Edit Paste.

Pastes the contents of the Clipboard at the location of the insertion point on the Calendar, shown in Figure 8 - 6.

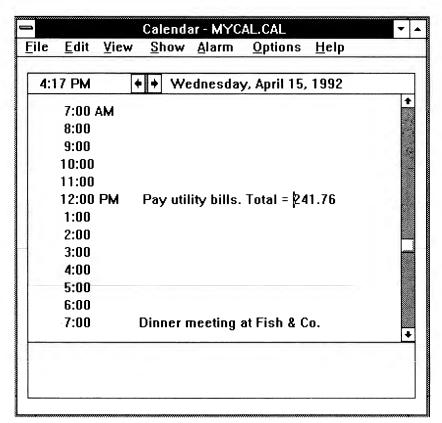


Figure 8 - 6: Revised MYCAL.CAL

5. Save MYCAL.CAL, exit the Calendar, then exit the Calculator.

Using the Cardfile

The Cardfile accessory is an electronic filing system you can use to organize and store information just as you might do in a card file or a file drawer. In this exercise, you will start the Cardfile accessory and view the contents of an existing file.



Double-click on Cardfile.

Displays the Cardfile window, shown in Figure 8 - 7.

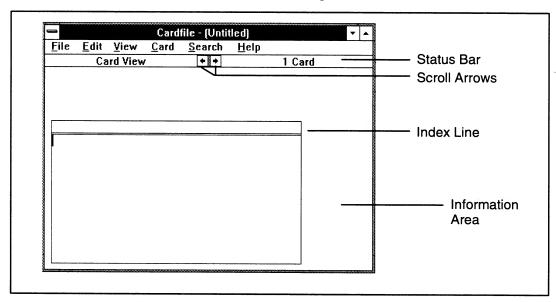


Figure 8 - 7 : Cardfile Window—Card View

2. Open NAMEADD.CRD in the CPDATA1 directory.

This file contains 11 cards, each with name and address information. Notice that the cards appear in alphabetical order, based on the last names shown in the index line of each card. Cardfile always uses the contents of the index lines to determine the order in which to display cards.

3. Click on the card for Maxine Falhester.

Places the card at the front of the file.

4. Click on the card for Howard Owles.

Places the card at the front of the file.

Notice that not all of the cards in the file are in view. There are several other techniques for locating and viewing a particular card.

6. Click four times on .

Scrolls backward through the file.

7. Choose Search Go To

Displays the Go To dialog box.

8. Type tembley

Tells Cardfile to search for the card that is indexed on Tembley.

Note: Cardfile's Search feature is not case sensitive.

9. Choose OK

Displays the card for Wilton Tembley.

You can also use the Search feature to locate cards that contain specific information that is not indexed.

10. Choose Search Find....

Displays the Find dialog box.

11. Type ca, then choose Find Next.

Displays the first card that contains the search string ca.

12. Choose Find Next

Finds the next card containing ca.

13. Close the Find dialog box.

Changing the Card View

If you are unsure about the name on a card, you can change the card view to display a list of index lines (the first and last names on each card), and then select from the list. In this exercise, you will change the card view.

Note: Cardfile has two views available; Card view is currently selected.

1. Choose View.

Displays the View pull-down menu.

2. Choose **List**.

Displays a list of names.

3. Click on Owles, Howard.

Highlights the index line.

4. Choose View Card.

Displays the card for Howard Owles at the front of the file.

Adding, Duplicating, and Deleting Cards

You can add new cards to a file or delete unwanted cards at any time. You can also duplicate cards. In this exercise, you will add a new card, duplicate and edit a card, and delete an unwanted card.

1. Choose Card.

Displays the Card pull-down menu.

2. Choose Add....

Displays the Add dialog box.

3. Type Weston, Andrew .

Enters the index line for a new card.

4. Choose OK

Displays a blank card for Andrew Weston.

5. Enter the following information on the first three lines of the card, pressing <Enter> after the first and second lines:

4876 Azalea Rd. Melfa, VA 23410 202-855-8396

If you want to create a card that contains information similar or identical to an existing card, you can use the Duplicate command.

6. Choose **Card Duplicate**.

Creates a duplicate card.

Next you will change information on the card. To change the index line of a card, you must use the Edit feature.

7. Choose Edit.

Displays the Edit pull-down menu.

8. Choose Index....

Displays the Index dialog box.

- 9. Highlight the first name, Andrew, then type Michael
- 10. Choose OK

Displays the card with the new index line.

- 11. Highlight the last three digits of the phone number, then type 486.
- 12. Bring the card for Martin Rogers to the front of the file.
- 13. Choose Card Delete.

Displays a Delete confirmation dialog box.

14. Choose OK

Deletes the card for Martin Rogers.

15. Save the file as NAMEADD2.CRD.

Adding Graphics to Cards

You can add graphics or pictures to each card in a file. For example, you might want to add business logos to certain cards to make them easier to identify. You can add any graphic that is in a file format that Windows can read. Normally, you will add pictures created by drawing programs, such as Paintbrush, or pictures that come with other Windows software packages. In this exercise, you will add a Paintbrush graphic to a Cardfile card.

1. Click anywhere inside the Program Manager window.

Makes the Program Manager the active window.

- 2. Start Paintbrush and open RAYMOND.BMP in the CPDATA1 directory.
- If necessary, use the scroll bars to display the entire graphic.
- 4. In the toolbar, click on

Selects the scissors tool.

You use this tool to select a portion of a drawing that you want to edit.

5. Position the cursor near the top-left corner of the picture, then drag the cursor past the bottom-right corner until the dashed-line box looks similar to the one shown in Figure 8 - 6.

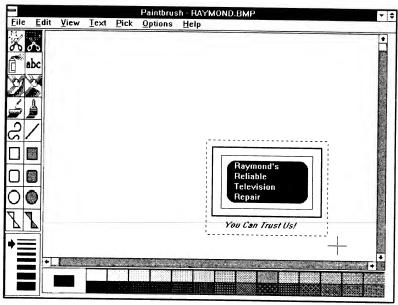


Figure 8 - 6: Selecting a Graphic for Editing

6. Choose **Edit Copy**.

Copies the selected graphic to the Clipboard.

7. Exit the Paintbrush program.

Pasting a Graphic

After you have copied a graphic to the Clipboard, you can paste it into a card. In this exercise, you will paste the contents of the Clipboard into a card.

- 1. Click inside the Cardfile window.
- 2. Display the card for Raymond Dushky.
- 3. Choose **Edit Picture**.

Switches to Picture mode, which allows you to paste and edit graphics in the Cardfile accessory.

4. Choose Edit Paste.

Pastes the graphic into the current card.

Notice that the graphic is displayed over the card text. You can drag the graphic away from the text.

5. Click anywhere inside the graphic, and then drag the graphic down and to the right, until the card resembles the display shown in Figure 8 - 7.

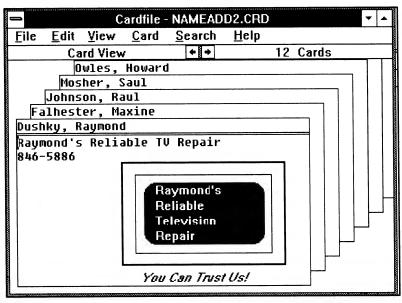


Figure 8 - 7: Repositioning a Graphic

Save the file as NAMEADD3.CRD, then exit the Cardfile accessory.



Complete the following exercises:

Note: If you need to open a window that is not visible, minimize the active window.

- 1. Start the Calendar, open ZCAL.CAL, located in the CPDATA1 directory, and view the appointment area for March 15, 1993.
- 2. Start the Calculator and total the following numbers:

218.50

4500.75

550.20

124.95

- 3. Copy the total to the Clipboard, then paste it at the end of the 4:00 PM appointment line in the Calendar appointment area for March 15, 1993.
- 4. Exit the Calculator, start the Cardfile, and open ZNAMEADD.CRD.
- 5. Find the card for Yoshi Adamson, then copy the phone number on the card to the end of the 12:00 PM appointment line in the Calendar appointment area for March 15, 1993.
- 6. Save the Calendar file as ZCAL2, then exit the Calendar accessory.

Manager



You will be able to:

- start the File Manager.
- · view directories and drives.
- modify the directory tree.
- · view file details.
- start an application from the File Manager.
- use the File Manager to print documents.

You can use the File Manager to organize and keep track of the contents of your hard disks and diskettes. The File Manager includes features for creating, renaming, moving, copying, and deleting directories and files. A *directory tree* portrays a collection of related files and directories. The tree begins at the top or highest level directory, called the *root*, then branches into lower-level directories, also called *subdirectories*. Directories are organized in a tree-like structure, as illustrated in Figure 9 - 1.

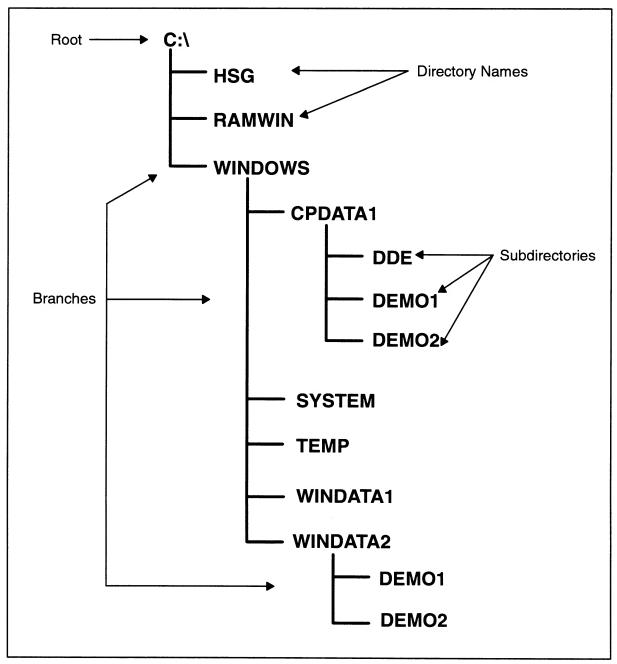


Figure 9 - 1 : Directory Tree Structure

In this lesson, you will start the File Manager, view directories and drives, modify the directory tree, view file details, start an application and print documents.

Starting the File Manager

The File Manager application icon is located in the Main program group. In this exercise, you will start the File Manager.



1. Double-click on File Manager.

Opens the File Manager and Directory windows, shown in Figure 9 - 2.

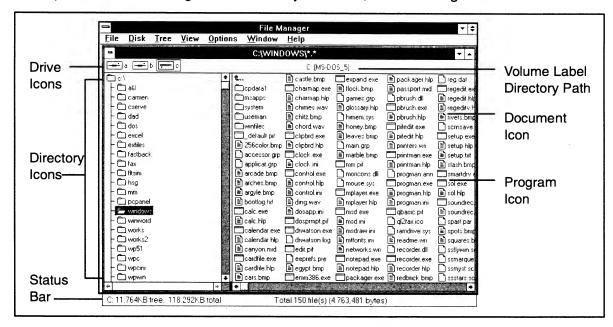


Figure 9 - 2 : File Manager and Directory Tree Windows

The left side of the Directory window shows the directory tree for the current drive, and the right side of the window shows the subdirectories and files stored in the current directory. The following elements appear in the Directory window:

Directory Icons Resemble file folders and represent directories. In the directory tree,

the current directory appears as an open folder icon. Subdirectories of the current directory appear at the top of the list in the right side

of the Directory window.

Document Icons Resemble a sheet of paper with the top-right corner folded over.

Document icons represent files that have been created by a program. Icons that have lines on the sheet of paper represent documents that have been associated (linked) with a program. Document icons that are empty inside have not been linked to a program. Icons that contain an exclamation point indicate system or

hidden files.

Program Icons Represent .EXE, .COM, or .BAT files that start applications.

Status Bar Shows the total amount of space, the amount of available storage

space, and the total number of files stored in the current drive.

Viewing Directories and Drives

You can view the contents of different directories by clicking on a directory icon in the directory tree or by double-clicking on a directory icon in the right side of the Directory window. To display directories and files stored in a different drive, click on a different drive icon. In this exercise, you will view directory and drive displays.

1.	In the directory tree, click on at the top of the tree.
	Displays a list of files and subdirectories stored in the root directory of your hard disk.
	The status bar at the bottom of the screen displays information about the currently selected drive and directory.
2.	In the directory tree, click on imwindows.
	Redisplays a list of files and subdirectories stored in the Windows directory of your hard disk.
	Notice the information in the status bar has changed.
3.	In the list of files, double-click oncpdata1.
	Displays a list of files and subdirectories stored in the CPDATA1 directory.
	Notice that the directory tree automatically expands to include all subdirectories that are at the same level as CPDATA1.
4.	Insert your exercise disk in drive A.
5.	Click on
	Displays a list of files and subdirectories stored on the disk in drive A.
6.	Click on 📻 c.
	Redisplays files and directories stored on your hard disk.
7.	Remove your exercise disk from drive A.

Modifying the Directory Tree

You can expand the directory tree display to include additional subdirectories by using the Tree menu. In this exercise, you will expand, then collapse parts of the directory tree.

1. Choose **Tree** from the menu bar.

Displays the Tree pull-down menu.

2. Choose Indicate Expandable Branches.

In the directory tree, a + now displays inside all directories that have additional subdirectories.

3. In the directory tree, click on 🗀 windows.

Selects the windows directory.

4. Choose <u>Tree Expand Branch</u>.

Displays all subdirectories under the windows directory.

Note: Directories that can be collapsed (have their subdirectories removed from the tree) now have a – inside their icons.

5. Choose <u>Tree Expand All</u>.

Expands the directory tree to include all directories and subdirectories for the current drive.

6. In the directory tree, double-click on epdatal.

Collapses all subdirectories of CPDATA1, removing them from the directory tree.

Notice that the CPDATA1 directory icon now has a + inside of it.

7. Double-click on 🖹 c∴.

Collapses the entire directory tree.

8. Double-click on (27) c:\.

Expands the directory tree one level.

Viewing File Details

When you display a directory window, you normally see only the names of files and directories in the right side of the window. However, you can change the way a directory window displays its contents. In this exercise, you will change the way information is displayed for files and subdirectories in the CPDATA1 directory.

- In the directory tree, double-click on windows.
 Displays the contents of the WINDOWS directory.
- In the right side of the window, double-click on acpdata1.
 Displays the contents of the CPDATA1 directory.
- 3. Choose View All File Details.

Displays details about each file, as shown in Figure 9 - 3.

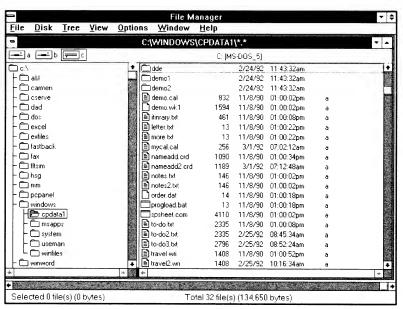


Figure 9 - 3: Viewing File Details

For each file, Windows displays the filename, the file size (in bytes), the date and time the file was last modified, and any DOS attributes. The a stands for *archive*, which indicates that a file has been modified.

4. Choose View Partial Details....

Displays the Partial Details dialog box, shown in Figure 9 - 4.

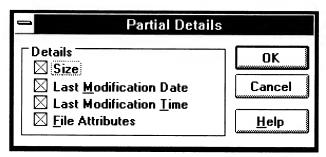


Figure 9 - 4: Partial Details Dialog Box

You can use this dialog box to select file details to display in the Directory window.

- 5. Turn off Size and File Attributes.
- 6. Choose OK

Turns off the display of these details.

Notice that only the date and time details for each file now display.

7. Choose View Name.

Displays file names only, and removes all other information from the Directory window.

Starting an Application from the File Manager

Whenever you create a document using a Windows application, Windows automatically associates the document with the application that created it. This association is useful because it allows you to start an application from within the File Manager by double-clicking on the name of a document created by the application. Documents that have been associated with an application have horizontal lines inside their document icons. In this exercise, you will start the Write accessory by double-clicking on a Write document icon from within the File Manager.

1.	In the right side of the Directory window, double-click on 🖹 travel.wri
	Starts Write and loads TRAVEL.WRI.

2. Exit Write.

Returns to the File Manager.

Closes the File Manager.

Using the File Manager to Print Documents

Documents that have been associated with an application can also be printed from within the File Manager. When you print from the File Manager, Windows automatically opens the selected document, opens the application in which the document was created, prints the document, then exits the application. In this exercise, you will print a Notepad document from the File Manager.

	ocument, then exits the application. In this exercise, you will print a Notepad ment from the File Manager.
1.	In the right side of the Directory window, click on 🖹 to-do.txt.
	Selects the TO-DO.TXT document.
2.	Choose File Print
	Displays a Print confirmation dialog box.
3.	Choose OK .
	Starts Notepad, loads TO-DO.TXT, prints the document, then exists Notepad.
Note:	The File Manager will display an additional dialog box for applications that use a separate Print dialog box to set print options. If this dialog box appears when you
	print from within the File Manager, click on OK or Print to accept printer defaults and to continue printing.
4.	In the File Manager title bar, double-click on .



Complete the following exercises:

- 1. Start the File Manager.
- 2. Display all directories and subdirectories on drive C.
- 3. Display all files in the CPDATA1 directory.
- 4. Display the file size, date and time of last modification, and attributes for each file.
- 5. Print TRAVEL.WRI.
- 6. Exit the File Manager.

Performing Disk Maintenance



You will be able to:

- format a diskette.
- select files and directories.
- create directories.
- move and copy files between directories.
- · rename files and directories.
- delete files and directories.

Disk maintenance describes any task you carry out to organize the contents of a disk. Disk maintenance tasks include formatting diskettes, copying files, moving files from one location to another, renaming files, and deleting unwanted files. In this lesson, you will format a diskette, select and create files and directories, move and copy files between directories, rename files and directories, and delete files and directories.

Formatting a Diskette

New diskettes must be formatted before data can be stored on them. When you format a diskette, DOS organizes available space and identifies any unusable areas of the diskette. In this exercise, you will format a diskette.

- 1. Insert the floppy diskette in drive A.
 - Inserts the diskette to be formatted.
- 2. Start the File Manager.
- 3. Choose Disk Format Disk....

Displays the Format Disk dialog box.

4. In the Capacity list box, click on

Displays the drop-down list of available disk capacities.

Note: The specific numbers that appear in the Capacity list will depend on the type and capacity of your disk drive.

5. Click on the lowest number in the list (either 360K or 720K).

Selects the double-density disk capacity.

6. Click inside the Label text box, then type backup disk

Specifies a label for the diskette.

A diskette label can have as many as 11 characters.

7. Choose OK.

Begins the formatting operation, which will take about one minute to complete.

When the formatting operation is complete, the Format Complete dialog box appears.

8. Choose No.

Specifies that you do not want to format another diskette.

Selecting Files and Directories

When you are in a directory window, you can select more than one file or directory at the same time. This is called *extending* a selection. Selecting multiple files and/or directories allows you to copy, move, or delete all selected files at one time. In this exercise, you will select several files in the CPDATA1 directory.

- In the directory tree, click on windows, then double-click on cpdata1.
 Displays the CPDATA1 directory window.
- 2. Click on notes.txt.

Selects the directory entry.

- 3. Press and hold <Shift>, click on progload.bat, then release <Shift>.
 Highlights all entries between and including NOTES.TXT and PROGLOAD.BAT.
- 4. Click on letter.txt.

Selects the directory entry and cancels the previous selections.

You can also select multiple files that are not listed together.

Press and hold down Ctrl, then click on to-do.txt.
 Selects TO-DO.TXT, but does not cancel the previous selection.

Creating Directories

In this exercise, you will create a new directory under the CPDATA1 directory.

1. Choose File Create Directory....

Displays the Create Directory dialog box.

This dialog box prompts you for the name of the directory that you want to create.

2. In the Name text box, type CPMYDATA, then choose σκ

Creates a new directory called CPMYDATA beneath the CPDATA1 directory.

Notice that CPMYDATA now displays in the directory tree.

In the list of files, double-click on properties.
 Displays the contents of the CPMYDATA directory.
 The list of files is empty since no files have been created in this directory.

4. In the directory tree, click on 🗁 cpdata1.

Moving and Copying Files between Directories

You can use the File Manager to move or copy files or directories from one location to another. You can use the mouse to drag icons, or you can use the File Manager menu bar to select commands that move and copy files and directories. In this exercise, you will move and copy files from the CPDATA1 directory to the CPMYDATA directory.

1. Click on letter.txt, press and hold down < Ctrl>, click on more.txt, then release < Ctrl>.

Selects the files to be moved.

2. Click and hold on either of the highlighted file names.

Notice that the mouse pointer changes to a stack of paper, indicating that you are moving multiple files.

- 3. Drag the mouse pointer onto \Box cpmydata , then release the mouse button.
 - Displays the Confirm Mouse Operation dialog box.
- 4. Choose Yes

Briefly displays a moving status box, and moves the selected files to the CPMYDATA directory window.

- 5. Click on demo.cal, press and hold down < Ctrl>, then click on demo.wk1.

 Selects both files.
- 6. Press and hold down Ctrl, then click and hold on either of the selected files.

When you hold down **<Ctrl>** while dragging selected files, Windows copies, rather than moves, the files.

7. Drag the files onto Copmydata, release the mouse button, then release Ctrl>.

Displays the Confirm Mouse Operation dialog box.

Notice that the dialog box asks you to confirm the copy operation.

8. Choose Yes

Copies the files into the CPMYDATA directory window.

Copying Files between Drives

You can copy files from one disk drive to another by dragging selected files onto the drive icon for the target drive. In this exercise, you will copy files stored on the hard disk onto your floppy diskette in drive A.

Note: You cannot use the mouse to move files from one drive to another; you can only copy files between disk drives. Therefore, you do not need to hold down <Ctrl> as in previous copy operations.

- 1. Make sure demo.cal and demo.wk1 are still selected.
- Drag either of the files onto -- a, then release the mouse button.
 Displays a Confirm Mouse Operation dialog box.
- 3. Choose Yes .

Copies the files to the current directory of drive A.

4. Click on = a.

Displays the contents of the diskette in drive A.

5. Click on 🚍 ◌.

Returns to the File Manager display for drive C.

Renaming Files and Directories

In this exercise, you will rename two files and rename a directory.

- In the directory tree, click on pmydata, then click on democal.
 Selects the file.
- 2. In the File Manager menu bar, choose <u>File Rename....</u>

Displays the Rename dialog box.

- 3. In the To text box, type NEWDEMO.CAL, then choose Renames the file.
- 4. Rename DEMO.WK1 as NEWDEMO.WK1.
- In the directory tree, click on \(\sum_{\text{cpmydata}}\).
- 6. Choose File Rename....

Displays the Rename dialog box.

7. Type NEWDATA, then press <Enter>.

Renames the directory.

8. In the directory tree, double-click on in newdata.

Displays the contents of the NEWDATA directory.

Notice that the files that were located in the CPMYDATA directory still exist after the directory has been renamed.

Deleting Files and Directories

When you no longer need files, you should delete them to save disk space. In this exercise, you will delete files in the NEWDATA directory, then you will delete the directory.

- 1. Click on 🖹 newdemo.cal .
- 2. Choose File Delete....

Displays the Delete dialog box.

Examine the filename inside the Delete box carefully. After you have confirmed a deletion, you cannot restore the file.

3. Choose OK

Displays the Confirm File Delete dialog box.

4. Choose Yes

Deletes the file.

You can also delete multiple files.

- 5. Click on newdemo.wk1, press and hold down < Ctrl>, then click on letter.txt.
- 6. Choose File Delete....

Displays the Delete dialog box.

7. Choose OK

Displays the Confirm File Delete dialog box.

8. Choose Yes to All

Deletes both files.

You can also delete a directory. Before you delete a directory, make sure the subdirectories and files in the directory are not needed.

- 9. Click on Prowdata.
- 10. Choose File Delete....

Displays the Delete dialog box.

The path and name of the highlighted directory displays in the Delete box.

11. Choose OK

Displays the Confirm Directory Delete dialog box.

12. Choose Yes to All

Redisplays the Confirm Directory Delete dialog box.

13. Choose Yes to All

Deletes the directory and its contents.

14. Exit the File Manager.



Complete the following exercises:

- 1. Start the File Manager.
- 2. Display the contents of the DEMO2 directory, located beneath the CPDATA1 directory.
- 3. Create a new directory beneath the CPDATA1 directory called DEMONEW, and display its directory window.
- 4. Move all the .TXT files from the DEMO2 directory into the DEMONEW directory.
- 5. Delete the DEMONEW directory.
- 6. Exit the File Manager.

Using OLE



You will be able to:

- switch between multiple windows.
- link a picture.
- edit a linked object.

You can use a feature called *object linking and embedding (OLE)* to copy information from a file in one application to a file in another application. At first glance, OLE does not seem much different from using the Clipboard to copy data between Windows applications. However, using OLE, you can also create a *link* between two or more files. A link between files allows you to change data in one file and have that change reflected in the linked file.

To use OLE, you select an *object* by copying it to the Clipboard. An object is any selected information (including pictures) that has been created by a Windows application. You can link a copied object to documents in other applications.

When you create a link, you are actually creating a reference to the object; you are not actually pasting the object into other documents (called *client* documents). In this way, object linking saves disk space because the object is created and stored in only one document (called the *server* document), even though it can be displayed in all client documents that are linked to the object.

Linking and embedding are similar techniques, but they are not identical. A *linked object* is connected to its client and server documents. Because of this connection, changes that are made to a linked object in the server document are automatically updated in all client documents.

An embedded object is any information that is copied and pasted into a client document in a different application. When you select an embedded object from within a client document, Windows automatically opens the application that created the object, and then displays the object so you can edit it. For example, if you embed a Paintbrush picture in a Cardfile card, then select the picture (object) in the Cardfile, Windows will automatically start Paintbrush and display the object so you can edit it from within Paintbrush.

In this lesson, you will open files in the Write and Paintbrush applications. You will create links between documents, and quickly switch between applications to view the results of linking and embedding.

Switching between Multiple Windows

You will need to switch quickly between open applications to view the results of linking and editing operations. There are two ways to switch quickly between applications: you can use the Task List or you can use <Alt Tab>. In this exercise, you will use both techniques to switch between Write, Paintbrush, and other open applications.

- 1. Start the File Manager and display the contents of the CPDATA1 directory.
- In the list of files, double-click on choclate.bmp.
 Displays the CHOCLATE.BMP FILE and starts Paintbrush.
- 3. Minimize Paintbrush.

4. In the list of files, double-click on allison.wri.

Starts Write and loads ALLISON.WRI.

5. Press <Ctrl Esc>

Displays the Task List dialog box, shown in Figure 11 - 1.

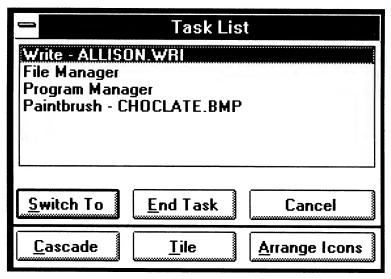


Figure 11 - 1: Task List Dialog Box

This dialog box lists all open applications and allows you to switch quickly to a different application.

6. Double-click on Paintbrush - CHOCLATE.BMP.

Switches to the Paintbrush application.

- 7. Press and hold down Alt, then press Tab once but do not release Alt.

 Displays the names of applications previously used in this session.
- 8. Release <Alt>

Displays the Write window.

9. Practice using <alt Tab> to cycle through the open applications. Make sure the Paintbrush window is displayed before you continue to the next exercise.

Linking a Picture

You can link a picture created in Paintbrush to a document created in another application. Any changes you make to the picture are reflected in all linked documents. In this exercise, you will link CHOCLATE.BMP with ALLISON.WRI.

1. In the toolbar, click on

Selects the scissors tool.

2. Drag the mouse to select both drawings, shown in Figure 11 - 2.

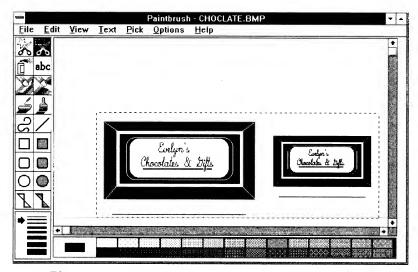


Figure 11 - 2: Selecting Drawings for Editing

3. Choose Edit Copy.

Copies the selection to the Clipboard.

4. Use <Alt Tab> to switch to the Write document.

Displays the Write window.

5. Click on the blank line following the paragraph that ends used for business cards:.

Positions the insertion point where the linked object is to appear.

6. In the Write window, choose **Edit Paste Link**.

Links the object to the Write document and displays the object within the document.

Editing a Linked Object

When you select a linked object within a client document, Windows automatically displays the server application so that you can edit the object. Any changes you make to the object will be updated automatically in the client document. In this exercise, you will edit the CHOCLATE.BMP drawing and view the change in the Write document.

- 1. In the Write document, double-click anywhere on the linked object.
 - Displays the object within Paintbrush.
- 2. Select the text tool and position the insertion point on the line at the bottom of the large version of the drawing, then type We're as Good as We Look!, as shown in Figure 11 3.

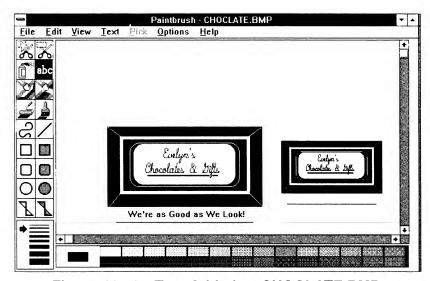


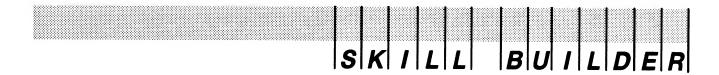
Figure 11 - 3: Text Added to CHOCLATE.BMP

3. Use <Alt Tab> to switch to the Write document.

Displays the Write window.

Notice that the text has also been added to the object within ALLISON.WRI.

- 4. Close and save ALLISON.WRI, then exit Write.
- 5. Close and save CHOCLATE.BMP, then exit Paintbrush.
- Exit the File Manager.



Complete the following exercises:

- 1. Start the File Manager.
- 2. Open ZNAMEADD.CRD and CHOCLATE.BMP.
- 3. Link the small version of the drawing in CHOCLATE.BMP to the card for Allison Whitelaw.
- 4. Add the text Visit Us Soon! in 10 point type to the bottom line of the linked drawing.
- 5. View the change in the client document.
- 6. Exit ZNAMEADD.CRD and CHOCLATE.BMP without saving changes, then exit the File Manager.
- 7. Exit Windows.

Review



You will review:

 the concepts, skills, and techniques covered in this module. In this lesson, you will review the concepts, skills, and techniques covered in this module.

- 1. Start Windows.
- 2. Cascade the windows, then tile the windows.
- 3. Start and minimize the Clock.
- 4. Create a directory beneath the CPDATA1 directory called REVIEW.
- 5. Copy ZDEMO.CAL and ZDEMO.WK1, located in the CPDATA1 directory, to the new REVIEW directory.
- 6. Move ZLETTER.WRI, located in the CPDATA1 directory, to the new REVIEW directory.
- 7. Delete the REVIEW directory and its contents.
- 8. Exit the File Manager without saving settings.
- 9. Start the calculator and multiply 345 by 17, then copy the result into the Clipboard.
- 10. Start the Calendar, enter the note appointment area for today's date, and paste the contents of the Clipboard at the end of the note.
- 11. Save the file as REVIEW.CAL in the CPDATA1 directory.
- 12. Close all open applications, then exit Windows.

CONTENTS

- Appendix A: On Your Own
- Appendix B: Using Packager

Appendix A: On Your Own

This appendix provides the basic system requirements and the installation, restoration, and removal procedures for the exercise files that are used with this course.

Workstation Requirements and Recommendations

Your workstation should include:

- an 80286 or higher processor
- at least 1 Mb RAM
- at least one 3-1/2" or 5-1/4" (high-density) disk drive
- a hard disk with at least 6 Mb of free space
- an EGA or VGA monitor and graphics card
- MS-DOS, Version 3.1 or higher
- Microsoft Windows, Version 3.1
- a mouse

A printer is optional. If your system is not equipped with a printer, you can skip exercise steps which instruct you to print without affecting the rest of the exercise.

To complete Appendix B, Word for Windows, Version 2.0 must be installed on your workstation.

Setup Requirements and Recommendations

Install the Microsoft Windows program files into the C:\WINDOWS directory. If you use another directory, substitute that name anywhere the instructions in the Training Guide refer to C:\WINDOWS.

This module assumes that certain default setups are in effect. Complete the following steps, checking the status of these defaults and modifying them as necessary:

- 1. In the Options pull-down menu of the Program Manager, the Auto Arrange and Minimize on Use options should be deselected.
- 2. In the Color dialog box, make sure the color scheme is set to Windows Default.
- 3. In the Mouse dialog box, make sure the scroll boxes are midpoint in the scroll bar.

4.	In the Desktop dialog box, the following items should be specified:				
	Wallpaper: None Cursor Blink Rate				
	scroll box:	Midpoint in the scroll bar .			
	Icon Spacing:	75			
	Granularity:	0			
	Border Width:	3			
	Pattern:	None			
5.	In the Keyboard dialog box, make sure the scroll box is midpoint in the scroll bar.				
6.	6. In the Page Layout dialog box of the Write accessory, the following item be specified:				
	Left/Right Margins:	1.25"			
	Top/Bottom Margins:	1"			
	Measurements:	inch			
7.	In the View pull-down menu of the Paintbrush accessory, the Tools and Linesize option and the Palette option should be selected. All other options should be deselected.				
8.	In the Paintbrush accessory, the System font, Normal style, 10 or 12 point should be selected.				
9.	In the Clock Settings pull-down menu, make sure Analog is selected.				
10.	In the Edit pull-down menu of the Notepad accessory, make sure Word Wrap is deselected.				
11.	In the View pull-down menu of the Calculator accessory, make sure Standard is selected.				
12.	Start the File Manager and maximize the File Manager window.				
13.	Resize the document window so that it fills the File Manager window, but <i>do not</i> maximize the document window. (Students should be able to view the document window title bar).				
14.	At the top of the directory tree, double-click on C:\ to collapse the tree, then double-click again to expand the tree on one level.				
15.	In the directory tree, double-click on \square windows to display the contents of the windows directory in the list of files.				
16.	In the View pull-down menu of the File Manager, make sure the Tree and Directory, Name and Sort By Name options are selected.				

- 17. In the Options pull-down menu of the File Manager, make sure only the Status Bar and Save Settings on Exit options are selected.
- 18. In the File Manager, display the Options pull-down menu, click on **Options**, then click on **Confirmation...** Make sure the first four check boxes are selected.
 - In addition to the defaults you specified above, the following arrangement to windows and icons needs to be made:
- 19. All document and application windows should be closed.
- 20. The Program Manager window should be centered on the screen, as shown in Figure 1-1 in the Training Guide.
- 21. The group icons should be arranged at the bottom of the Program Manager window. The Startup group should contain no applications.
- 22. Make sure all group windows are sized to Windows default specifications.
- 23. Save the settings before exiting Windows.

Note: This module was designed for systems using HP LaserJet Series II printers and VGA monitors. If your setup is different, you may notice some variation in the screen display and printouts.

Installing the Exercise Files

The exercise diskette includes the ComputerPREP INSTALL program, which you use to install the exercise files onto your hard drive. To install the exercise files, follow the steps below:

- 1. Insert the exercise diskette into drive A, then change to the A drive.
- 2. Type INSTALL, then press <Enter>.
- 3. Follow the instructions that appear on the screen.
- 4. Change to the C drive.

Make sure the CPDATA1 directory contains the files listed below:

SPSHEET.COM TO-DO.TXT ITINRARY.TXT TRAVEL.WRI ZCOST.TXT ZLETTER.WRI NAMEADD.CRD ZCAL.CAL ZNAMEADD.CRD RAYMOND.BMP ZAR.COM NOTES.TXT NOTES2.TXT ORDER.DAT PROGLOAD.BAT LETTER.TXT MORE.TXT **DEMO.CAL** DEMO.WK1 CHOCLATE.BMP **ALLISON.WRI** ZDEMO.WK1 ZDEMO.CAL **ESTIMATE.DOC NEWHEAD.DOC NEWHEAD.WRI**

Make sure the CPDATA1\DEMO2 directory contains the files listed below:

DRAFT.TXT JOT.TXT READ.TXT ABCDATA.DAT OLDFILE.DAT

Restoring the Exercise Files

FIX1.BAT, a batch file created by the INSTALL program, allows you to restore the exercise files to their original condition. To restore the exercise files, follow the steps below:

- 1. Change to the C:\WINDOWS directory.
- 2. Type FIX1, then press <Enter>
- 3. Follow the instructions that appear on the screen.

Removing the Exercise Files

REMOVE1.BAT, a batch file created by the INSTALL program, allows you to remove the exercise files from your hard drive. To remove the exercise files, follow the steps below:

- 1. Change to the program directory.
- 2. Type REMOVE1 , then press <Enter> .
- 3. Follow the instructions that appear on the screen.
- 4. Type DEL REMOVE1.BAT, then press <Enter>.

Appendix B: Using Packager

The *Packager* is an OLE feature that allows you to link or embed an icon, rather than text or a picture, into a document. The icon, or package, represents a separate document or partial document. When you double-click on a package that has been pasted into a document, Windows will start the application in which the package was created and display the contents of the package.

There are several distinct advantages to packaging information. First, an icon takes up very little space within a document, but serves as a reminder that you can view additional information by double-clicking on the icon.

Second, it is possible to link and embed text and graphics that have been created in one application into a document created using another application without losing any of the original formatting information. For example, you can create a document in Word for Windows that contains border lines, graphics and text in different sizes and fonts. You can then copy the document into a different application, such as Cardfile, Write or Excel. When you double-click on the embedded icon, you will see all of the information in its original format, with the same text and graphics formatting information specified in the original application. If the package has been linked, any changes that you make in the document will be updated in the package automatically.

A third advantage of packaging information is that the package can be made readily available to a number of users. For instance, if applications and documents are stored on a network file server, all authorized users can open a document that contains a package, then double-click on the icon to view the contents of the package.

This appendix demonstrates how to package both a complete document and a partial document. The easiest way to package a complete document is to use the File Manager. To package a partial document, you must use the Object Packager application, which is available from the Accessories group window.

Note: All of the files for this appendix are stored in the CPDATA1 directory. However, the packages are created using Word for Windows, Version 2.0. Thus, you will need to have Word for Windows, Version 2.0 installed on your computer to work through this appendix.

Packaging a Complete Document

To package a complete document, select a document from within the File Manager, then use the Edit menu to copy the document to the Clipboard. Open the application and document where you want the package to be embedded, then choose Paste from the Edit menu to embed the package, or Paste Link to link it.

The following steps explain how to package a Word for Windows document and link the package to a Cardfile.

1. Start the File Manager and display the list of files for the CPDATA1 directory (located under the Windows directory).

- Click on estimate.doc.
- Choose <u>File Copy....</u>
- 4. Select Copy to Clipboard.
- 5. Choose OK
- 6. In the File Manager, double-click on nameadd.crd.
- 7. Display the card for Maxine Falhester.
- 8. Choose Edit Picture.
- 9. Choose Edit Paste Link.
- 10. Drag the icon down until it does not cover any text, then save NAMEADD.CRD.

Your card for Maxine Falhester should now look similar to the one shown in Figure A - 1.

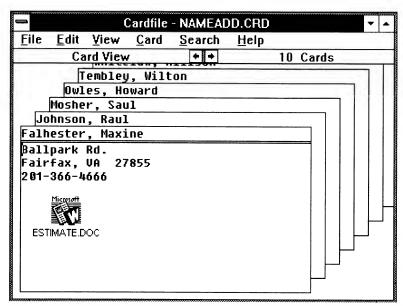


Figure A - 1 : Package Linked between Cardfile and Word Documents

Notice that the package displays the icon for the application in which the package was created, and displays the name of the packaged document. You can now double-click on the icon to view its contents.

Note: To view ESTIMATE.DOC correctly in Word, you must choose View Page Layout.

11. Close the Cardfile.

Packaging a Partial Document

To package a partial document, you select the portion of the document that you want to package, then copy it to the Clipboard. You then start the Object Packager application and paste or paste-link the selection into the Packager. Finally, you choose Copy Package from the Edit menu, open the document where you want the package to appear, and choose Paste from the Edit menu.

The steps below demonstrate how to package a portion of a Word for Windows document and link the package to a Write document.

- 1. In the File Manager, double-click on **newhead.doc**.
- 2. If necessary, switch to Page Preview mode by choosing View Page Layout.
- 3. Select the text and graphics, shown in Figure A 2.

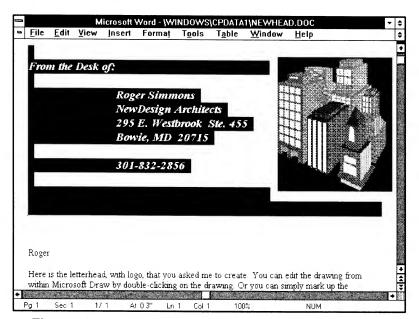


Figure A - 2 : Selected Portion of NEWHEAD.DOC

Note: Because this selection contains a frame as well as text, you must start from the bottom of the selection and drag upward and to the left to include the graphics frame in the selection.

- 4. Choose **Edit Copy**.
- 5. Minimize the Word window.
- 6. Press Alt Tab> to display the Program Manager.



- 7. In the Accessories window, double-click on Packager.
- 8. Displays the Object Packager window, shown in Figure A 3.

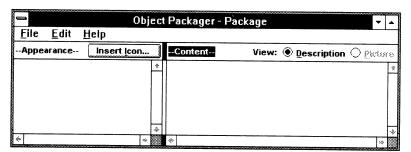


Figure A - 3 : Object Packager Window

The Object Packager window is divided in two sections. The left section can be used to display the appearance of the icon and to change the icon for the package. The right section can be used to display a description of the link you will create or to display the actual contents of the package.

Using the Object Packager Application

The following steps explain how to use the Object Packager to package the contents of the Clipboard, then copy the package to a client document.

- 1. Make sure the Content side of the window is currently active.
- 2. Choose Edit Paste Link.

A description of the link now appears in the Content side of the window, while the icon for the package appears in the Appearance side.

- 3. Choose <u>Edit Copy Package</u>.
- Use <Alt Tab> to display the File Manager window.
- Double-click on newhead.wri.
- 6. Position the insertion point at the end of the document.

7. Choose Edit Paste.

The package now appears as an icon in the document, shown in Figure A - 4.

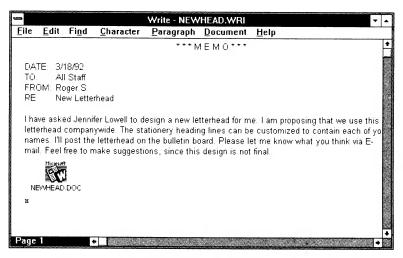


Figure A - 4: Package in Write Document

If you double-click on the icon, Windows will display a document window within Word, which will contain the contents for the package.

- 8. Close and save NEWHEAD.WRI, then exit Write.
- 9. Exit all open applications, then exit Windows.

Accessories

A set of applications that help users perform frequently used tasks, including word processing, scheduling, making calculations, and creating drawings. Accessories include Notepad, Write, Paintbrush, Calculator, Cardfile, Calendar, and Clock.

Application Window

A portion of the screen used by a running application. See also Document Window.

Block

A selected portion of text. See also Highlight.

Cascade

To arrange open windows so that the title bar of each window is visible.

Character Format

A format, such as bold or underline, that affects individual text characters.

Check Box

A small box within a dialog box used to toggle an option on or off. See also *Dialog Box* and *Toggle*.

Click

To quickly press and release a mouse button.

Clipboard

A temporary storage area in memory that holds data that has been cut or copied. As long as Windows is running, the contents of the Clipboard are secure; however, the contents are replaced whenever new data is cut or copied.

Confirmation Dialog Box

A dialog box that prompts the user to confirm or cancel a selection before carrying out the selection. See also *Dialog Box*.

Control Panel

An application that allows the user to modify the Windows operating environment.

Copy

To duplicate information in a file and place it in the Clipboard. See also Clipboard.

Cursor

The flashing vertical bar on the screen that indicates the current position within a document window. See also *Insertion Point*.

Cursor-Movement Keys

The keys used to move the cursor, highlight text or information, or select from a list of commands or options. Also called the arrow keys, they include **<Up>**, **<Down>**, **<Left>**, **<Right>**, **<Home>**, **<PgUp>**, **<PgDn>**, and **<End>**.

Cut

To remove information from a file and place it in the Clipboard. See also Clipboard.

Data File

A file created by a user. Documents created in a Windows application are data files. See also *Program File*.

Training Guide Glossary

Default

Settings that are automatically assigned by a program unless the user specifically changes them.

Definition Term

A term in a Help window that, when selected, causes Windows to display a definition box. Definition terms appear with a dotted underline.

Delete

To remove text or other information from a document. See also Block.

Desktop

The entire contents of the screen.

Dialog Box

A pop-up window of commands and options that displays after selecting pull-down menu commands that contain an ellipsis. See also *Pop-Up Menu* and *Pull-Down Menu*.

Directory

A section of a disk that stores and organizes related files. See also Subdirectory.

Directory Tree

A portrayal of the organization of directories and subdirectories stored on a disk; directories are connected by vertical and horizontal lines to show relationships. See also *Subdirectory*.

Directory Window

A window that displays the contents of a directory. See also *Directory Tree*.

Document

A collection of information pertaining to a particular subject or related subjects. See also File.

Document Window

A window that contains information created by an application. A document window does not have its own menu bar. See also *Application Window*.

Double-Click

To quickly press and release a mouse button twice in rapid succession.

Drag

To hold down a mouse button while moving the mouse on a flat surface; generally used to select (highlight) a block of text or information and to move or size windows. See also *Highlight*.

Drop-Down List Box

A type of list box within a dialog box that can be expanded or collapsed by clicking on arrow symbols to the right of the box.

Edit

To add, delete, or change text, graphics, or other information in a document.

Extension

The optional part of a filename, often used to show the file type; consists of a period followed by up to three alphanumeric characters. See also *Filename*.

File

A collection of information stored on disk or in memory under a single name; a document saved on disk is an example of a file. See also *Data File* and *Program File*.

File Name

A name given to a document or other file to be stored on disk. A file name can consist of up to eight characters, plus an optional extension. See also *File* and *Extension*.

File Manager

A Windows application that allows the user to create, rename, and delete files and directories; to copy and move files and directories from one location to another; to format a diskette; and to perform other file and disk maintenance tasks.

Font

A particular character design, such as Helvetica or Times Roman.

Format

The appearance of a printed document, including margins, page length and width, fonts, point sizes, line and paragraph spacing, etc. Also, the process of preparing a disk to store data.

Function Key

A key that initiates commands. The function keys are <F1> through <F10> and, on some keyboards, <F11> and <F12>.

Graphical User Interface (GUI)

A system that allows a user to communicate with the computer by selecting graphic symbols and menu items. Also called a *graphical interface*.

Group Window

Document window that contains all icons for a related set of applications (programs).

GUI

See Graphical User Interface.

Help System

Screens containing information about features of Windows or Windows applications. The Help System is organized into Help categories, Help topics, and terms.

Highlight

To mark text, graphics, or other information to be moved, copied, or entered. See also Block.

Icon

An on-screen symbol that represents a computer task, function, program file, or data file. See also *Mouse Pointer*.

Insert

To place text, pictures, or other information into a document without replacing existing information. Existing text or other characters beyond the insertion point are pushed to the right (and down, if necessary). See also *Insertion Point*.

Insertion Point

The flashing vertical bar on the screen that indicates the active position in a document window. Also, the point at which text, graphics, and other information will be inserted into a document. See also *Cursor*.

Keyboard Shortcut

A key or combination of keys that provides an alternate and often faster method of selecting commands and features from menus.

List Box

Part of a dialog box that contains a list of options for selection.

Maximize

To enlarge a window to its full size by clicking on in the title bar of the window.

Menu

An area of the screen in which user commands or options are presented for selection. See also *Menu Bar, Pull-Down Menu*, and *Dialog Box*.

Menu Bar

The horizontal bar near the top of a document window that lists the main menu categories available.

Minimize

To reduce a window to an icon by clicking on To the title bar of the window.

Mouse

A device used to select commands, text, and screen objects.

Mouse Pointer

An on-screen symbol that shows the current position of the mouse; used to move the insertion point position and select text and screen objects. See also *Cursor* and *Insertion Point*.

Move

An operation that allows a highlighted block to be cut from one document and pasted into another, or moved from one application to another.

Numeric Keypad

A set of numeric keys grouped together on the keyboard that includes cursor-movement keys. When <Num Lock> is turned on, the numeric keypad can be used to enter values into a calculator, spreadsheet, or other program that makes numeric calculations.

Object Linking and Embedding (OLE)

The ability to copy, paste, and link data created in one application into documents created under different applications. A link makes it possible to change linked data in the original document and to have the data updated automatically wherever it is linked.

Options

Settings and commands in a dialog box or pull-down menu. See also Dialog Box.

Paragraph Format

A format, such as centering or indenting, that affects an entire paragraph.

Paste

To insert cut or copied text into a document from the Clipboard. See also Clipboard.

Pixe

A single picture element, or dot on a display screen.

Pointer

See Mouse Pointer

Point Size

A typographical measurement used to determine the vertical size of a character. One point is equal to 1/72".

Pop-Up Menu

A menu or dialog box that appears when a pull-down menu option or an icon is selected. See also *Menu*, *Menu Bar*, and *Pull-Down Menu*.

Program File

A file created by the software manufacturer that is designed to run an application.

Program Group

A collection of related applications (programs) stored as part of a single program group icon which can be accessed through the same group window. See also *Program Group Icon* and *Group Window*.

Program Group Icon

An icon representing a group of related applications (programs) that are stored together.

Program Manager

The Windows application that controls all other applications; the Program Manager remains open whenever Windows is running.

Pull-Down Menu

A menu of additional commands that appears after a menu command is selected. See also *Menu Bar* and *Pop-Up Menu*.

Restore

To return a resized window to its previous size by clicking on .

Root Directory

The highest-level directory on a disk; all other directories are subdirectories of the root directory. See also *Directory* and *Subdirectory*.

Save

To store a document on disk.

Scroll Bars

Graphic bars controlled by the mouse and used to move vertically and horizontally through a window.

Spreadsheet

An electronic worksheet that permits entry of formulas for automatic recalculation when worksheet values are changed.

StartUp Group

A group window containing icons for applications that are started automatically whenever Windows is started.

Status Bar

A line near the top or bottom of a window that provides descriptive information about the current use of the window.

Training Guide Glossary

Subdirectory

A directory that is stored under another directory. Subdirectories can be stored within other subdirectories to create several directory levels.

Text Box

A box within a dialog box where text or numbers are entered from the keyboard.

Tile

To arrange open windows side by side, so that the partial contents of all windows can be viewed simultaneously.

Title Bar

The horizontal bar at the top of a window that identifies the name of the window and the name of a file currently displayed in the window.

Toggle

To switch alternately between two settings of an option (typically On or Off).

Undo

A menu option that allows the user to reverse the most recently completed action.

Window

A rectangular section of the screen that contains a specific document, part of a document, a group of commands, or other information.

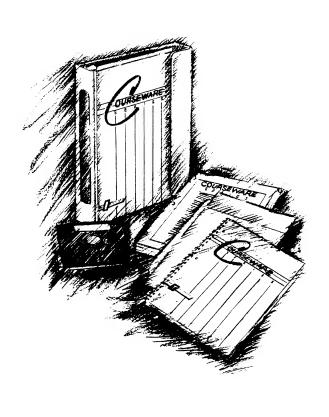
Word Wrap

A feature that automatically moves a word to the next line of a document if it runs past the right margin; eliminates the need to press **<Enter>** at the end of a line of text.

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Microsoft Windows

Module II

Version 3.1

Microsoft Windows is an operating environment that provides an easy-to-use graphical user interface. This interface allows users to share text, data, and graphics between applications, as well as to perform most disk and file maintenance without having to return to DOS.

What's in Microsoft Windows: Module II?

ComputerPREP's Microsoft Windows:

Module II, Version 3.1 is an intermediate-level course using the latest release of Microsoft Windows. Windows 3.1: Module II teaches students how to set up new applications and new hardware for use with Windows; use several of the more advanced menu options available from the File Manager; customize the Windows Help System; use the Print Manager to manage print jobs; use Windows on a Network; and use permanent and temporary swap files.

Topics in this course include:

- Using advanced File Manager and Program Manager features
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Recommended course length: 6 - 8 hours.

Prerequisites: Introduction to DOS or equivalent, as well as basic knowledge of Windows 3.1.

Course Objectives

Microsoft Windows: Module II, Version 3.1

Introduction

1 Reviewing the Basics

2 Using Advanced Program Manager Features
Using the Windows Setup Options
Using the Run Command
Starting Applications and Documents from the DOS Prompt

3 Customizing the Windows Environment Using the System Configuration Editor

4 Using Advanced File Manager Features Associating Files with an Application

5 Customizing the Help System Defining a Bookmark Annotating a Help Topic

6 Managing Print Jobs

Changing the Order of Files in the Print Queue Resuming Printing
Dragging Files to the Print Manager

7 Creating Macros Creating a Text Macro Creating a Command Macro

Running Non-Windows Applications Running Multiple Non-Windows Applications Copying and Pasting between Non-Windows Applications

9 Using Swap Files Creating a Permanent Swap File

10 Using Windows on a Network Using Network Drives Connecting to a Network Printer Changing Network Settings

11 Review

Appendices

Appendix A: Be On Your Own

Appendix B: Understanding PC Memory

Glossary

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